

Eric Michael Swetts

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Qualifications Summary

- Pursued analytically-focused curriculum within a robust public health degree program.
- Experienced with data analysis / database management programs: Stata, SAS, Access, and Excel.
- Globally focused professional with focus on Eastern and Sub Saharan Africa.
- Possesses 5+ years of administrative support experience in educational & nonprofit sectors.

Education

**Master of Public Health (MPH) in Epidemiology,
Global Health Certificate** **April 2017**
GPA: 3.683
University of Pittsburgh Graduate School of Public Health, Pittsburgh, PA

Relevant Coursework: Concepts/Methods in Global Health, Design and Conduct of Clinical Trials, Introduction to SAS, Introduction to Statistical Methods 1 & 2, Infectious Disease Epidemiology, Research Ethics, Transforming Global Health Education into Action

**Bachelor of Arts (BA) in Urban Studies, Community Organization Concentration,
Africana Studies Minor** **May 2012**
GPA: 3.224
University of Pittsburgh, Pittsburgh PA

Public Health Experience

Research Assistant, University of Pittsburgh **July 2016- June 2017**
Social Mixing in India Pittsburgh, Pennsylvania
Study examining social contact patterns collected via household surveys in rural northern India.

- Conducted primary data analysis on social contact patterns by age, sex, and day of week variables for master's essay. Managed and analyzed data using Stata.
- Cleaned and labeled database of 48,000 records and >80 variables.
- Generated complex charts and manipulated data as needed to assist in PI goals.

Research Assistant, University of Pittsburgh Cancer Institute (UPCI) **July-November 2016**
Pittsburgh Healthy Eating and Active Living (PHEAL) Study Pittsburgh, Pennsylvania
Pilot study assessing a modified evidence-based behavioral intervention on cardiovascular health indicators in cancer survivors.

- Assisted in primary data collection through in-person interviews.
- Stewarded all database design and conducted analyses using MS Access and SAS.
- Conducted two separate workshops pertaining to environmental cues and physical activity.
- Assisted in all phases of study execution post-recruitment.

Research Assistant, University of Pittsburgh **February- May 2016**
Cost-Benefit Analysis of Paid Sick Days Laws in Pennsylvania Pittsburgh, Pennsylvania

- Implemented arrays to estimate medical influenza costs from simulation output.

Technical Experience

**Information Technology Intern, Global Studies Center,
University of Pittsburgh**

August 2016- June 2017
Pittsburgh, Pennsylvania

- Designed and launched a website using HTML, CSS, and Bootstrap 3 framework.
- Maintain several online databases utilizing Drupal 6 and 7 Content Management Systems.
- Assist in website migration from Drupal 6 to Drupal 7.

**Level I Technician,
C3i Incorporated**

October- December 2011, May 2012- January 2013
Wilkes Barre, Pennsylvania

- Worked as helpdesk technician taking inbound phone calls from pharmaceutical representatives with hardware/software issues on Windows laptops, iPhones, iPads, and Blackberry phones.
- Supported Veeva Salesforce, Concur, and Active Directory content management systems.
- Supported Windows/ iOS, Microsoft Office Suite, and proprietary software.
- Placed and tracked equipment repair and replacement orders.

Administrative Experience

**Administrative Assistant, African Studies Program (ASP)
University of Pittsburgh**

September 2013- March 2016
Pittsburgh, Pennsylvania

- Served as first point of contact for faculty and a diverse student body.
- Planned logistics of all program events, including an annual event with 20 local high schools.
- Redesigned and maintained program website using Drupal 6.
- Created annual report and all outgoing event communications.
- Designed and managed student enrollment database. Enrolled students using PeopleSoft.
- Completed expense reporting, replenished office supplies, and managed office space.

**Instructor, University of Pittsburgh Office of Freshman Programs
University of Pittsburgh**

September- December 2015
Pittsburgh, Pennsylvania

- Instructed **First Year Foundations**, a 1-credit, 15-week class with 20 freshman students.
- Educated on resources at the University of Pittsburgh, the city of Pittsburgh, and the process of transitioning to a research university.
- Developed and implemented curriculum.

**Research Intern,
The Institute for Public Policy and Economic Development**

June- August 2011
Wilkes Barre, Pennsylvania

- Researched socio-economic and environmental impact of hydraulic fracturing method of natural gas extraction in the Marcellus Shale region of Pennsylvania.
- Researched Pennsylvania tax loopholes for internal policy briefs.
- Completed data research/entry using MS Access.

**Executive Assistant,
McKees Rocks Community Development Corporation**

January- August 2010
McKees Rocks, Pennsylvania

- Developed and managed residential properties database in MS Access.
- Redesigned and maintained organization website.
- Surveyed residential property for housing quality using ArcPad GIS software.