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

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| **Master of Public Health (MPH) in Epidemiology**, | **April 2017** |
| **Global Health Certificate** | 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

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

University of Pittsburgh, Pittsburgh PA

Public Health Experience

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| **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.

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| **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.

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| **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

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| **Information Technology Intern, Global Studies Center,** | **August 2016- June 2017** |
| **University of Pittsburgh** | 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.

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| **Level I Technician,** | **October- December 2011, May 2012- January 2013** |
| **C3i Incorporated** | 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

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| **Administrative Assistant, African Studies Program (ASP)** | **September 2013- March 2016** |
| **University of Pittsburgh** | 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.

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| **Instructor, University of Pittsburgh Office of Freshman Programs** | **September- December 2015** |
| **University of Pittsburgh** | 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.

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| **Research Intern,** | **June- August 2011** |
| **The Institute for Public Policy and Economic Development** | 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.

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| **Executive Assistant,** | **January- August 2010** |
| **McKees Rocks Community Development Corporation** | 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.