**GRACE BO SUN**

10350 Sugar Crest Ave.

Johns Creek, GA 30097

607-592-3725

grace.bo.sun06@gmail.com

**EDUCATION**

**LEHIGH UNIVERSITY, Bethlehem, PA**

**P.C. Rossin College of Engineering and Applied Science**

Master of Engineering in Healthcare Systems, expected 2022

**LEHIGH UNIVERSITY, Bethlehem, PA**

**College of Business and Economics**

Project Management Graduate Certificate 2016

**UNIVERSITY OF ARIZONA, Tucson, AZ**

**College of Agriculture and Life Sciences**

Master of Science in Applied Econometrics and Data Analysis, 2008

**UNIVERSITY OF ARIZONA, Tucson, AZ**

**Eller College of Management**

Bachelor of Science in Finance, 2006

**College of Science** Minor: Mathematics

**TRAINING**

**GEORGIA INSTITUTE OF TECHNOLOGY, GA**

Data Science and Analytics Boot Camp, 2020-2021

**ORACLE UNIVERSITY, ONLINE**

MySQL for Developers, 2017

**TUFT EDWARD**

Analyzing/presenting Data/Information, 2016

**TABLEAU**

Tableau Desktop II: Intermediate, 2015

Tableau Desktop III: Advanced, 2015

**EXPERIENCE**

**2019 August – Morehouse School of Medicine, Atlanta GA**

**Director of Institutional Research**

* Design and build data visualizations by using multiple tools for different purposes
* Coordinate with data stewards to build and maintain institution data governance
* Cooperate with IT to build data enterprise data warehouse that stores all institutional data
* IPEDS key holder
* Cooperate with executive leaders on research design and paper publication
* Communicate with education and administration to make Institutional Research office be the central data service unit
* Create dashboards and reports by using MS Power BI and Tableau for internal and external users
* Assist registrar, financial aid, finance and human resource to create Cognos reports for their daily operation
* Play data management role by writing SQL query against SQL Server databases
* Perform ETL process for both internal and external data
* Build predictive analysis model on SPSS

**2014 August – 2019 August ASSOCIATE OF SCHOOLS AND PROGRAMS OF PUBLIC HEALTH, Washington DC**

**Senior Manager of Data Analytics**

* Maintain databases to ensure data integrity and data accuracy using Pl SQL and MySQL
* Process data and create data mart for reporting and analysis purposes
* Design data analysis products to assist users to make data driven strategic decision
* Design and create interactive visualization by using Tableau desktop and maintain Tableau server
* Conduct predictive analysis by using Python
* Maintain data governance for the organization
* Project management

**2013 August – 2014** **August TEXAS A & M UNIVERSITY AT CORPUS CHRISTI, Corpus Christi TX**

**Research and Reporting Analyst, Planning & Institutional Research**

* Collect, organize, tabulate, and analyze academic and other institutional data by SQL programming
* Prepare State of Texas Coordinating Board Report
* Update, modify and Banner forms and Banner tables related to Texas State Reports
* Work with the University IT department, Registrar and Admission offices to access data and clarify data standard and correct database errors
* Respond to external and internal college & department data requests
* Respond to federal and state surveys and reports, such as IPEDS, common data set, LBB Measures and so on

**2010 October- 2013 August WICHITA STATE UNIVERSITY, Wichita KS**

**Research Specialist, Office of Institutional Research**

* Collect, organize, tabulate, and analyze academic and other institutional data by SQL and SPSS programming
* Use Excel and Excel Macro to develop clear and concise reports
* Work with the University Computing Center and other units on campus to access data
* Ensure the accuracy of data in all reports and in responses to national reports and surveys
* Respond to requests for academic data from internal and external constituencies in a timely manner

**2008 January-2010 December CORNELL UNIVERSITY, Ithaca NY**

**Research Associate, Social Cognition Development Laboratory in Department of Human Development**

* Gather and compile research data; complete statistical analysis and maintain database
* Manage manpower and coordinate research projects
* Prepare project reports; provide presentation to the research group; organize meetings
* Assist the principal investigator in preparing budget and strategic plan and organizing lab personnel reimbursement paperwork in electronic form

**SKILLS**

* Professionally trained SQL developer
* Advanced Tableau desktop user
* Advanced MS SQL Server user
* STATA Programming
* Proficient in Excel, Excel Macro, Word, Access and Visio
* Graduate certified on Project Management
* Python predictive analysis
* SPSS statistical analysis