

# Lauren Lewis

## Database Analyst with an MA in Socio-Cultural Anthropology

New York, NY - Email me on Indeed: [indeed.com/r/Lauren-Lewis/7730f9b2d4cb5516](https://www.indeed.com/r/Lauren-Lewis/7730f9b2d4cb5516)

Intellectually curious Columbia University M.A. in Anthropology with a thesis on marital focused reality television

Proactive analytical thinker with a unique ability to understand underlying social trends and diverse perspectives

Diligent and experienced as a collaborator, supervisor, liaison, service provider, and trainer in multiple disciplines

Clear and descriptive writer with experience developing instructional documentation for database users

Experienced professional in handling sensitive data and developing a study with human subjects

### WORK EXPERIENCE

#### Database Analyst

Columbia University - New York, NY - July 2006 to Present

July 2006-Present) -Office of Alumni and Development, Information Services

Precisely develop & edit documents to be shared inter-departmentally, including some posted on Salesforce 11/2002- ◇

Productively train new departmental staff and supervise work-studies during the academic year  
PRESENT

Enthusiastically provide Alumnifinder training for staff throughout Alumni Relations & Development

Readily liaison with the registrars of Barnard, Teachers College, Morningside & Health Science campuses

Effectively utilize PLSQL to write distinct queries to maintain accurate and clean data on Athena

Frequently use Salesforce Cloud ticketing system to manage requests for restricted updates, such as merging duplicate records

◇ Reliably fielded a high volume of requests that were sent via the Advupdates email proxy

#### Analyst

University Development and Alumni Relations - November 2002 to June 2006

Information Services

◇ Frequently collaborated with the Research staff to provide timely and accurate updates to Advance

◇ Effectively compiled Prospect/Research data & developed Access database of highest potential donors

◇ Coordinated data from Harris (outside vendor) to develop the 250th Anniversary Alumni Directory

### **Engineering Programs Assistant (Database Coordinator)**

American Society of Mechanical Engineers - New York, NY - August 1999 to October 2002

New York, NY

◇ Independently developed Access databases and formulated procedures for database maintenance  
10/2002 Engineering Programs Assistant (Database Coordinator)

- ◇ Resourcefully maintained 13 web pages as secondary web coordinator for department
- ◇ Earnestly worked with over 40 organization volunteers and managers, providing essential support
- ◇ Accurately prepared financial reports and enthusiastically provided customer support during conferences

### **Operations Analyst**

DialAmerica Marketing - Mahwah, NJ - August 1998 to August 1999

Mahwah, NJ

◇ Consistently compiled essential reports for the account team and the division's clients  
8/1999 Operations Analyst for Books & Software Divisions

- ◇ Efficiently maintained, updated and cross-referenced vital database information in Access
- ◇ Regularly supported calling centers to ensure they carried sufficient hours of calling for revenue

## **EDUCATION**

### **Post-Baccalaureate Studies in Cultural Studies, Film, Dance, Data Visualization**

Columbia University, School of Professional Studies

2005 to 2017

### **M.A. in Socio-Cultural Anthropology in Socio-Cultural Anthropology**

Columbia University, Graduate School of Arts & Sciences

February 2016

### **B.S. in Management and Marketing**

Binghamton University, State University of New York

May 1998

## **SKILLS**

Adobe Premiere (Less than 1 year), Crystal Reports (Less than 1 year), Dreamweaver (Less than 1 year),  
Excel (Less than 1 year), HTML (Less than 1 year)

## **ADDITIONAL INFORMATION**

### **SKILLS**

Athena/Advance, Salesforce, Excel, Access, SQL, QAS, SSOL, SIS Mainframe, Crystal Reports, Initium, and  
Technical Skills

Alumnifinder

Experience in design using Adobe Premiere (video editing), Photoshop, HTML, PowerPoint, and Dreamweaver

Spanish - written and conversational skills  
Foreign Language

French - introductory level skills

Instructor of Middle Eastern and North African dance  
Part-time Dance Instructor

Former Artistic Director of a Middle-Eastern dance troupe and instructor of classes on campus

Certified as a group instructor by the American Fitness Association