

EXPERIENCE

Undergraduate Researcher

5/2024 - Present

Old Dominion University Virginia Modeling, Analysis, & Simulation Center Norfolk, VA

- ▶ Selected as 1 of 10 from 140 applicants for a National Science Foundation-funded paid research internship focused on disinformation detection and analytics
- ▶ Conducting independent research on disinformation in the Venezuela-Guyana border dispute and its impact on refugee sentiment
- ▶ Engaging in data preprocessing, cleaning, and visualization using programming tools to build analytical and predictive models
- ▶ Developing logs and weekly reports to document research project progress

Program Implementation Assistant

2/2023 - 7/2023

Eastern Virginia Medical School

Norfolk, VA

- ▶ Collaborated with research team to create a social-emotional early childhood education curriculum focused on health and substance abuse prevention
- ▶ Analyzed statistical data from various scientific journals to ensure alignment of content with modern child development standards
- ▶ Facilitated focus groups and advisory meetings to gather expert feedback

Administrative & Teaching Assistant

8/2015 - 10/2016

Primrose School of Waterford Lakes

Orlando, FL

- ▶ Instrumental in schools achievement of 100% compliance rating with state licensing and accreditation audits by ensuring that all records adhered to regulations
- ▶ Maintained a below 2% error rate while reviewing, flagging, and editing records and documents within digital and paper-based filing systems
- ▶ Bestowed the 2016 Apple of Our Eye award by the site director for excellence in anticipating and accommodating administrative and teaching staff needs

Pre-Kindergarten Assistant Teacher

4/2011 - 6/2015

Kids Discovery Quality Learning Center

Crestview, FL

- ▶ Observed 30+ children each school year to collect and document qualitative data pertaining to their developmental milestones using the Ages and Stages database
- ▶ Analyzed developmental progress charts to identify and aid children in need of additional support and referred their families to corresponding resources
- ▶ Developed constructive relationships with families from diverse backgrounds

EDUCATION

Associate of Science in Computer Science

Expected 5/2025

Tidewater Community College

GPA 3.8

- ▶ Member of Phi Theta Kappa Honor Society
- ▶ Recipient of the STEM Promise Scholarship

Jessica Melton

MOBILE NUMBER

(516) 207 - 8086

E-MAIL

jessicasmelton@gmail.com

LOCATION

Norfolk, VA

CAREER OBJECTIVE

Former Education Paraprofessional with a 12-year track record of accurately reviewing, documenting, and resolving written and digital data while adhering to stringent guidelines to ensure that information is well-managed for strategic advantage. Passionate about harnessing data to address societal challenges and drive meaningful change. Eager to leverage data management skills into a data analytics focused role.

SKILLS

- ▶ Python
- ▶ SQL
- ▶ Tableau
- ▶ Microsoft Excel, Word, and Powerpoint
- ▶ Program implementation
- ▶ Project tracking
- ▶ Qualitative data analysis
- ▶ Data visualization
- ▶ Research
- ▶ Documentation review
- ▶ Record filing and organization
- ▶ Time management