

## SUMMARY

Analyst, mathematician, educator and all around nerd, with a passion for algorithmic data problem solving and visual representation for clear communication. All my educational, professional and interpersonal experiences have promoted positive growth mindset and attention to detail.

## EDUCATION

### Springboard

2019 to Current

#### Data Analytics Track

400+ hours of hands-on course material, with 1:1 industry expert mentor oversight, and completion of 2 in-depth capstone projects. Mastered skills in analyzing business problems, data analysis, presenting business insights to different stakeholders, SQL, Python and data visualization.

### University of California, Berkeley

#### Bachelors of Arts Pure Mathematics

Minor in Education

## SKILLS

**DATA ANALYSIS:** SQL, PowerBI, Tableau, MS Excel, MS Access, SAP EPPM

**ENGINEERING:** MATLAB, AutoCAD (mechanical design), Solidworks

**PROGRAMMING:** C++, Python 3, LaTeX, R

**MATHEMATICS:** Real and Complex Analysis, Computability, Set Theory, Discrete, Probability, Linear Algebra, Number Theory, Mathematica

## EMPLOYMENT

### PG&E (contract)

STAR Business / Data Analyst · San Ramon California

2020 to Current

- Data governance in SAP Electronic Project Portfolio Management (EPPM) and Electronic Document Routing System(EDRS) of authorization documents
- Use 63 critical data points from EPPM and EDRS to compile comprehensive reports of projects, assets and regions to California Public Utilities Commissions (CPUC) on a bi-yearly basis and as inquiries arise
- Use Excel and / or PowerBI in the development of live dashboards and other story telling visuals that analyze current status as well as a comparison to initial projections

### Southern California Edison (contract)

Analyst Program / Project · Ventura California

2019 to 2020

- Developed database entry solutions through creation, adjustment, and quality assurance of database entry forms in Access
- Supervised database architecture for dual purpose of KPI monitoring and expense accrual of contractor assets
- Optimized efficiency of third-party contractor data by defining relationships between database tables
- Use GIS tools in Power BI to visualize reports and create dynamic dashboards, in conjunction with Access Database
- Leveraged Tableau, Power BI, Access and Excel and internal data to generate biweekly reports on ~607,000 data points

### City of Oxnard (contract)

Account Clerk · Oxnard California

2019 to 2019

- Exemplified adaptability by changing to Finance Department needs: Mail Room, Account Receivable, Payroll, Purchasing
- Identified and monitored KPI within mail delivery system in order to optimize results and operate at 40 per cent efficiency
- Developed excel workbooks and structures using advanced excel formulas to clean and restructure data for rapid human query response and account reconciliations
- Delivered forward facing customer support throughout accounting process of local hospitality tax and managed vendor queries, requisitions, encumbrances and purchase orders

### American Income Life

Supervising Agent · Ventura County California

2018 to 2019

### STEMful and Bricks 4 Kidz

Curriculum Development Team Lead · San Francisco California

2017 to 2017

- Systematized first proactive restorative justice practices for classroom conflict management
- Expanded Program's reach by adapting 4 inaugural Spanish classes and 5 weekly camps
- Researched and adapted STEM enrichment activities with diverse complexity
- Introduced and teaching seminar based on growth mindset promotion with educators for greater engagement and success within students

### ARISE High School

Mathematics and Chemistry Teacher · Oakland California

2013 to 2016

- Planned, developed and executed all aspects of the curriculum, with content aligned to Common Core and Next Generation Science Standards
- Led STEM cultural paradigm shift of subject matter, leading to 97 per cent student success rate
- Innovated use of CRM software to streamline success monitoring and communication between students, parents and educators
- Shared lasting relationships through mathematics with educators and students