

JODI LYNN HEEN

Objective:

Current professional and coding bootcamp student looking to combine my communication aptitude with a growing technical skillset. Aiming to merge human interaction with user-oriented technological design.

Contact:



859.771.9180



jodilynnheen@gmail.com



linked.com/in/jodiLH

Skills:

- Customer Support (in-person, email, & phone)
- Microsoft Excel (Pivot Tables & VBA)
- Python
- SQL
- API Interactions
- R
- HTML + CSS
- Bootstrap
- Tableau
- Newsletter writing & distribution
- Statistical testing & models

Experience:

Washington University in St. Louis

Aug 2018 – Present

Olin Business School

St. Louis, MO

Event Specialist (*promotion*)

- Oversaw full life cycle of 3 events, with a combined attendance of 500+ guests and 20 visiting speakers
- Assisted with day-of execution for the Women In Data Science (WiDS) St. Louis Chapter meeting, which hosted 8 industry professionals and data analytics faculty speakers, with over 300 guests in attendance

Administrative Assistant

Aug 2018 – Jul 2019

- Over 21 months have offered direct administrative support services to 62 professors at a top-ranked Business School (named MBA Program of the Year by *Poets & Quants*)
- Response time of 30 minutes or less to every support request email with a 100% resolution success rate
- Compose multiple emails each week on behalf of faculty members to various stakeholders, namely students, other Business school personnel, and visiting lecturers

The Navigators

May 2015 – June 2018

Campus Coordinator

Nashville, TN

- Secured over \$120,000 in donations from diverse donor groups through face-to-face appeals
- Authored 6 print newsletters per year with unique personal messages to over 250 recipients
- Met weekly with team of 12 for logistical planning & quarterly for big picture organizational strategy mapping
- Mentored 20 individuals and coordinated semester programming for 120 students for spiritual development

Education:

Washington University in St. Louis

Anticipated Jul 2020

Certificate in Data Analytics

Six-month intensive computer programming class aimed at introducing a wide variety of coding languages, specifically to learn data extraction, cleaning, analysis, and visualization

Vanderbilt University

May 2015

Bachelor of Arts, Art History

Magna Cum Laude