

# Keely Meyers

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## EDUCATION

### University of Michigan School of Information

Bachelor of Science  
in Information

#### AWARDS AND HONORS:

- College of Engineering Dean's Honor List | April (2016)
- University Honors | (April 2016)

#### RELEVANT COURSEWORK:

Data-Oriented Programming;  
Models of Social Information  
Processing; Information  
Environments and Work;  
Graphic Design

## SKILLS

#### Software:

Sublime, Git, & Adobe  
Photoshop/Illustrator

#### Programming Languages:

INTERMEDIATE: Python  
BEGINNER: SQL, HTML, and R

#### Research:

Needs Assessment and Usability  
Interviews, Stakeholder Analysis,  
Requirements and Specifications

#### Professional:

Leadership, Marketing, Strong  
Interpersonal Skills

## EXPERIENCE

### University of Michigan School of Information | Office Assistant ANN ARBOR, MICHIGAN | SEPTEMBER 2016 – PRESENT

- Performing daily organizational tasks such as maintaining office inventory, scanning and copying documents for faculty, and delivering mail to streamline office productivity and assist faculty
- Demonstrating flexibility in responsibilities and adaptation to new tasks as needed

### OmnixHealth | International Health and Marketing Intern BARCELONA, SPAIN | JANUARY – APRIL 2017

- Assisted in the restructuring of web interface and visual design using Adobe Photoshop to increase web traffic
- Worked with online marketing platforms such as Google Adwords and analyzed data to target advertising strategy
- Provided customer support and managed patient accounts to ensure positive patient outcomes, including providing information on medical procedures and managing medical records

## LEADERSHIP ACTIVITIES

### School of Information Bachelor's Association | Vice President UNIVERSITY OF MICHIGAN | SEPTEMBER 2017 – PRESENT

- Acting as a student liaison to articulate the needs and interests of undergraduate students to faculty and administrators in order to shape new policies and endeavors for the academic and professional development of Bachelor's of Science in Information students

### Project MESA | General Member/Public Relations Chair

UNIVERSITY OF MICHIGAN | SEPTEMBER 2015 – AUGUST 2017

- Contributed to the design and manufacture of a portable gynecological exam table for use in rural Nicaragua
- Traveled to Nicaragua to deliver table prototype and conduct over 20 needs assessment interviews, gaining valuable international experience about design and innovation on a global scale
- Maintained website and social media accounts for Project MESA to promote online presence
- Facilitated regular blog posts, publications in academic journals and newsletters, communication with foreign and local partners, and communication among team members