CODY LE

P: 310-254-8109
E: lacodyle@gmail.com
L: Los Angeles, CA
lacodyle.github.io

PROGRAMMING SKILLS

Python
- Pandas / NumPy / Matplotlib
- GeoPandas / Seaborn
- Scikit-Learn / TensorFlow

R Studio
- ggplot2 / Tidyverse

MATLAB
SQL

TECHNICAL SKILLS

Tableau
Office 365
Adobe Acrobat
Dynamic Forms
Formstack

PROFESSIONAL SKILLS

Analytic and Evaluative Thinker
Natural Public Speaker
Strong Written Communication
Team and Goal Oriented
Productive Under Pressure
Willingness to Learn and Improve
Collaborative and Adaptive Leader

EDUCATION

M.S. IN DATA SCIENCE

DePaul University | 3.91 GPA
with Distinction | December 2022

Relevant Study: Regression, Principle Component Analysis (PCA), Cluster Analysis, Geospatial Analysis, Decision Trees, Support Vector Machines (SVM), K-Nearest Neighbor (KNN), Ensemble Learning, Evaluating Machine Learning Models, Neutral Networks, and Data Visualization.

OBJECTIVE

Evaluative thinker and solutions driven professional looking to leverage my experience in problem solving, creativity, and collaboration as a Data Scientist to optimize data discovery, support model creation and implementation, and use machine learning algorithms to enhance decision-making, advance data-driven solutions, and cultivate new developments in human-centric technologies.

SUMMARY/RELEVANT SKILLS

Problem Solving
- Evaluated business practices, developed solutions that optimized operational workflow, and systemized transactional processes for 6 departments at 3 institutions.
- Implemented methods to digitalize 40+ forms to streamline operational practices using productivity platforms.

Creativity
- Spearheaded department wide paperless initiative converting 10,000+ files into digital records using existing resources within 6 months.
- Upgraded 20+ instructional guides, flyers, brochures, and orientation slides to enhance user experience, and compared cost analysis to stay within budget allocation for production.

Collaboration
- Collaborated and boosted relations with 40+ external departments on operational practices and increased orientation participation to 95% within 2 years.
- Accessed and evaluated 3 technology platforms with IT and internal stakeholders and successfully implemented and integrated the platforms with current enterprise databases.

RESEARCH EXPERIENCE

Team Lead, Data Science South Korea/US (DSKUS) Global Lab

DePaul University | Chicago, Illinois and Seoul, South Korea   *March 2022 - June 2022*
- Led a team of 4 in the inaugural cross-national project between Hanyang University and DePaul University to solve a global policy challenge using data.
- Researched and analyzed the effect of COVID-19 on the global supply chain in the semiconductor and automotive industries using manufacturing, trade, and economic data.
- Conducted feature selection models using random forest, recursive SVM, and regularized regression and applied salient features in a Gated Recurrent Unit forecasting model.

PROFESSIONAL EXPERIENCE

Assistant Registrar, Enrollment Services   *July 2021 - November 2022*

ArtCenter College of Design | Pasadena, California
- Analyzed, reviewed, and evaluated 300+ degree audit reports within a 4-week period, 3 times/year, and managed all follow-up communication to ensure completeness of reports.
- Streamlined logistics and planning of graduation ceremony 3 times/year, by implementing targeted outreach strategies using digital platforms to improve event participation.
- Served as liaison to 9 departments and collaborated with them to build curriculum and enrollment scheduling using pre-arranged spreadsheets by term deadlines.

Senior Student Services Generalist, The One Stop   *March 2018 - July 2021*

Otis College of Art and Design | Los Angeles, California
- Managed support service operations and appointments for 1000+ students, triaging for 4 departments, and implemented a virtual drop-in advising system for remote operations.
- Devised communication strategies, methodized communication templates, and redesigned enrollment guides, tutorials, and orientation videos to optimize user experience.
- Established a diploma delivery system using FedEx with a 99% delivery success rate and supervised and trained student staff to oversee the system.
- Digitalized and enhanced 20+ forms using Formstack and Dynamic Forms.

Student Affairs Officer, DCISS   *January 2015 - March 2018*
Int'l Student Intake Advisor, DCISS   *May 2010 - December 2014*

University of California Los Angeles | Westwood, California
- Collaborated with IT to design, test, implement, and evaluate an online submission database utilizing an XML batch for large-scale document processing.
- Reviewed and processed 3,000+ document requests within a 5 month period annually and streamlined team workflow to optimize data entry processes.
- Digitalized 15+ forms to PDF format, redesigned informational guides, brochures, and flyers, and produced interactive orientation videos to enhance user experience.
- Developed an interactive student staff training program and presented and created colleague training workshops focused on regulatory compliance for non-technical audiences.
- Revamped the student records system and implemented standardized system for records keeping and archiving for over 10,000+ records.