

# CODY LE

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## PROGRAMMING SKILLS

Python

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

R Studio

- ggplot2 / Tidyverse

MATLAB

## TECHNICAL SKILLS

Tableau

Office 365

Adobe Creative Suite

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, Neural Networks, and  
Data Visualization.

## SUMMARY/OBJECTIVE

Evaluative thinker and solutions driven professional looking to bring my experience in problem solving, creativity, and collaboration as a Data Scientist to optimize data preprocessing and streamline model evaluation processes. Highly interested in machine learning and motivated to apply data analysis techniques to enhance decision making and cultivate new developments in human-centric technologies.

## RELEVANT SKILLS

### Problem Solving

- Evaluated business practices and developed digital solutions that optimized operational workflow, systemized transactional processes, and enhanced user experience.
- Implemented methods to digitalize business practices by transforming pre-existing forms to digital forms and efficiently streamlined operational workflow using various workplace productivity platforms.

### Initiative & Creativity

- Revamped records and file archives and spearheaded department wide paperless initiative converting over 10,000 paper files into electronic files using pre-existing resources within 6 months.
- Upgraded presentation slides, digital and printed instructional guides, workshop flyers, brochures, orientation videos, tutorials, and compared cost analysis to stay within budget allocation for production.

### Collaboration

- Effectively collaborated and boosted relations with internal and external partners on various projects including assessment and evaluation of a database system, cooperative operational practices, and professional workshops.
- Planned and coordinated various events with internal and external partners including commencement ceremony, colleague training, educational workshops, and successfully tripled orientation participation through outreach and communication strategies.

## RESEARCH EXPERIENCE

### Data Science South Korea/US (DSKUS) Global Lab March 1, 2022 - June 24, 2022

- Led a team of four members in a cross-national project between Hanyang University in Seoul and DePaul University in Chicago to solve a global policy challenge.
- Researched and analyzed the effect of COVID-19 on the global supply chain in the semiconductor and automotive industries using feature selection algorithms and applied the selected features in a Gated Recurrent Unit (GRU) forecasting model.

## PROFESSIONAL EXPERIENCE

### Assistant Registrar

ArtCenter College of Design | Pasadena, California | July 2021 - November 2022

- Performed data entry on enrollment, course scheduling, and degree audit processes.
- Analyze, review, and evaluate over 300 degree audit reports within a 4-week period three times a year and manage all follow-up communication to ensure completeness of reports.
- Coordinate in-person commencement ceremony in adherence to COVID-19 guidelines with various campus partners, digitalized related forms using an HTML form builder, and implemented purposeful outreach strategies to streamline logistics and planning.

### Senior Student Services Generalist

Otis College of Art and Design | Los Angeles, California | March 2018 - July 2021

- Managed daily operations including support services, appointments, support for four departments, and collaborated with staff to implement a virtual drop-in advising system.
- Improved support services by devising communication strategies, standardizing communication templates, and redesigning enrollment guides, tutorials, and orientation videos to optimize user experience.
- Digitalized and enhanced various forms in consultation with external partners using Formstack and Dynamic Forms to streamline transactional processes.
- Supervised and trained student staff and assigned projects to meet operational needs.

### Student Affairs Officer

University of California Los Angeles | Westwood, California | May 2010 - March 2018

- Collaborated with Information Technology (IT) to design, test, implement, and evaluate an online submission database utilizing an XML batch for large-scale document processing.
- Reviewed and processed over 3,000 document requests annually and streamlined team workflow to optimize document processing and data entry processes.
- Digitalized forms to PDF format, redesigned informational guides, brochures, and flyers, and produced interactive orientation videos to enhance user experience.
- Developed and implemented a training program for student staff using an interactive hybrid format consisting of online tutorials, in-person workshops, and hands-on learning.