

CODY LE

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PROGRAMMING SKILLS

R Studio
• ggplot2 / tidyverse
Python
• Pandas / NumPy /
• Scikit-Learn / Matplotlib
MATLAB

TECHNICAL SKILLS

Tableau
Office 365
Adobe Creative Suite
Dynamic Forms
Formstack
Ellucian ERP Suite

PROFESSIONAL SKILLS

Analytic and Evaluative Thinker
Natural Public Speaker
Strong Writing Skills
Team and Goal Oriented
Productive Under Pressure
Willingness to Learn and Improve

EDUCATION

M.S. IN DATA SCIENCE

DePaul University | 4.0 GPA
Expected December 2022

Relevant Study: Regression,
Principle Component Analysis
(PCA), Cluster Analysis,
Decision Trees, Support Vector
Machines (SVM), K-Nearest
Neighbor (KNN), Database
Analytics with SQL, Evaluating
Machine Learning Models, and
Data Visualization.

SUMMARY/OBJECTIVE

Current graduate student in data science focused on machine learning (ML) and motivated to apply ML techniques to enhance decision making and cultivate creative solutions. Looking to bring my professional experience in problem solving and collaborative project coordination as a data science intern to further learning and development in the latest technologies.

RELEVANT SKILLS

Problem Solving

- Accessed 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.

PROFESSIONAL EXPERIENCE

Assistant Registrar II

ArtCenter College of Design / Pasadena, California / July 2021 - Present

- 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.

CURRENT PROJECTS

Data Science South Korea/US (DSKUS) Global Lab March 1, 2022 - June 17, 2022

- Leading 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.
- Research ways to mitigate the global supply chain crisis due to the COVID-19 pandemic using data and present research findings to the U.S. Embassy and corporate sponsors.