

March 25, 2016

Debra K. Kelly
Director
The Career Center
The College of New Jersey
2000 Pennington Rd.
Ewing, NJ 08628

RE: CE Intern - Academic Affairs - Center for Institutional Effectiveness Intern 2017

Dear Ms. Debra K. Kelly,

I wish to apply for TCNJ's College Enhancement Internship Program. I will be a rising senior majoring in Statistics with a Graphic Design minor at TCNJ. During my time at TCNJ, I have worked for the Office of Student Activities and the Center for the Arts, both of which have deepened my understanding of the workings of the college. This summer, I will be participating in the MUSE program, where I will be working with Professor Ochs on causal modeling of cancer signaling using R and Tetrad.

My relevant experience includes organization of Excel spreadsheets to reduce shipping costs as a member of TerraCycle Inc.'s Operations team, manipulation of large datasets in SAS 9 for the Data Management and Analysis and the Regression Analysis courses, data manipulation using R and RStudio for the Datamining course, and the completion of Pearson VUE's SAS Base Programmer Certification for SAS 9 in July 2015. Other related courses I have completed or will have completed by September 2016 include Web I, Statistical Inference, Probability, Sampling and Nonparametric Statistics, Data Mining and Predictive Modeling, and Regression Analysis.

Please see attached resume, and feel free to contact me at eisenhe2@tcnj.edu or 609-247-8104. I look forward to hearing from you.

Thank you.

Best regards,
Elizabeth Eisenhauer

OBJECTIVE

To obtain on-campus internship position pertaining to data analysis at The College of New Jersey.

EDUCATION

The College of New Jersey, Ewing, New Jersey. Expected May 2017

- Bachelor of Arts: Major in Mathematics, Specialization in Statistics, Minor in Graphic Design
- GPA: 3.65/4.00

HONORS AND AWARDS

- TCNJ Merit In-State Scholarship
- Cape May Kiwanis Club Scholarship
- Upper Township Rotary Club Scholarship

EXTRA-CURRICULAR ACTIVITIES

- The College of New Jersey Environmental Club, Secretary
Development of programs and activities meant to expand membership and presence on campus, establishment of working relationships with The College of New Jersey faculty and administration in expansion of club's involvement in development of green campus, outreach to governmental and nonprofit organizations to initiate joint projects in the community, and design of new club identity and logo

SKILLS AND CERTIFICATIONS

- SAS Base Certification for SAS 9, July 2015
- Working knowledge of SAS, R, Microsoft Office Suite, Adobe Creative Suite, HTML, and CSS
- Basic knowledge of SPSS and MatLab

WORK EXPERIENCE

- Operations Intern – TerraCycle Inc., Trenton, New Jersey. December 2015 – Present
Manipulation of Excel spreadsheets, internet research, and improvement of zero-waste office collection program
- Graphic Designer – Student Activities and Leadership, The College of New Jersey. September 2014 – Present
Provision of graphic design services to student and faculty organizations including logo design; flyer/poster art and typography, and design and implementation of mural art
- Statistics Project Manager – The Rainbird Foundation, Madison, Wisconsin. December 2014 – October 2015
Performed a nation-wide survey through internet research, email, and telephone to collect state by state statistics on child abuse and presented findings in graphic format
- Server – Shoobies Restaurant, Sea Isle City, New Jersey. Summers 2010 – 2015
- Cashier and Usher – Center For the Arts, The College of New Jersey. September 2014 – May 2015
- Mathematics Tutor. September 2012 – June 2013
Provided high school level Algebra and Geometry tutoring services
- Cashier and Sales – The Maple Tree Gift Shop, Seaville, New Jersey. Summers 2009 – 2010

RELEVANT VOLUNTEER EXPERIENCE

- The College of New Jersey Campus Clean Ups. April 2015 -- March 2016
Organized and participated in the collection of waste and recyclables on the college campus
- Caring For Kids Cape May County. December 2011 -- 2014
Organized the collection and delivery of donated holiday gifts to low income families
- South Jersey Land and Water Trust. August 2014
Gathered GPS location data on invasive plant species in South Jersey and submitted it to New Jersey Department of Environmental Protection
- New Jersey Clean Communities. March 2012
Designed educational recycling posters and staffed the awards event