EDUCATION

**UNIVERSITY OF DENVER** Denver, CO

*Data Science Visualization Certificate October 2018*

**MONTANA STATE UNIVERSITY-BILLINGS** Billings, MT

*Master of Public Relations May 2002*

**THE UNIVERSITY OF MONTANA** Missoula, MT

*Organizational Communications May 1998*

SKILLS & KNOWLEDGE

**Languages:** *Python, SQL, HTML, JavaScript, CSS, Tableau, VBA*

**Technical Skills:** *Data mining and processing, statistical analysis, web scraping, machine learning*

**Soft Skills:** *Business acumen, strategic planning, presentation skills*

RELEVANT EXPERIENCE

**TCX Micro** Denver, CO 2014-2015

## Sales Representative

* Developed territory with full line of microprocessors and electronic components to buyers, operation managers and technical organizations
* Generated industry leads by cold-calling production facilities on a local, national and global scale
* Beat quota by 30% quarterly, increasing gross sales by $10,000+

**Regis University, University Relations** Denver, CO 2009-2013

## Director of Alumni & Donor Communications

* Directed all statistics and data for Higher Learning Commission accreditation
* Conceptualized and produced social media channels for alumni and donor constituents
* Transformed dull text-only emails to dynamic HTML with vibrant pictures and call to actions back to web
* Collaborated with alumni staff to synchronize all aspects of programming including determining priorities and setting goals and identifying prospect demographics
* Planned and implemented alumni marketing and communications strategy to more than 75,000 constituents

RELEVANT EXPERIENCE (continued)

## Regis University, University Services Denver, CO 2005-2009

## Assistant Director of Operations

* Director of all department I.T. projects which included maintenance CRM, writing SQL reports, developing webpage content, launching online event calendar
* Executed data requirements and applied registration rules for online course delivery to more than 6,000 students
* Counseled on crisis communication for launch of emergency text messaging alert system
* Represented department in module administration which included testing software upgrades, improving processes and ensuring that problems are found and dealt with

## Regis University CPS Admissions, Denver, CO 2003-2005

## Program Representative

* Consistently met department goals by enrolling 30 students per semester through responding to requests, as well as proactively seeking candidates through recruitment
* Monitored prospective student relationships through CRM, ongoing communication via phone and e-mail, and efficiently handling first-tier support for typical issues
* Managed and increased enrollment for online programs

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## Imagistics- Pitney Bowes, Denver CO 2003

***Account Executive - Sales***

* Increased sales in underperforming territory by 50%
* Mastery of Imagistics sales training technique***s***
* Won 2003 best demo presentation in sales training

PROJECTS

* Data Visualization of North American Ski Resorts and weather tempatures using Leaflet.js
* Webscraped 100,000 real estate listings for broker company