MEGAN SMITH

248-410-3649 | megansmithmath@gmail.com | LinkedIn | Portfolio

PROFESSIONAL PROFILE: Data Analyst

With thirteen years of teaching experience and a master's degree in Applied Industrial Mathematics, I have a unique skill set that combines instructional best practices, analytical problem-solving, and a deep understanding of data. I love the thrill and challenge of uncovering data insights. My strong communication skills allow me to easily communicate and translate complex topics into clear, actionable recommendations.

DATA PROJECTS

Financial Data: Utilized Structured Query Language (SQL) to create queries analyzing loans and grants from the World Bank Group
   Skills: Aggregate Functions │ WHERE │ GROUP BY │ ORDER BY │ LIMIT │ AS │ AND │ NOT │ OR │ NULL │ LIKE │ DESC

Education Data: Utilized Tableau to create a dashboard analyzing education data to provide actionable recommendations
   Skills: Bar Charts │ Scatterplots │ Line Graphs │ Dot Maps │ Reference Lines │ KPI │ Dashboards │ Data Storytelling

Sales and Marketing Data: Utilized Excel to analyze marketing trends and create data visualizations
   Skills: Cleaning │ Filtering │ Pivot Tables │ VLOOKUP │ IF Functions │ Conditional Formatting │ Visualizations

---

EXPERIENCE

Rochester Community Schools │ Rochester, MI   2010 – Present
Mathematics Educator
Responsible for identifying learning gaps, then creating and implementing course material intentionally to increase learner outcomes.
- Collaborated with **3+** teams of colleagues toward common goals in curriculum development
- Effectively communicated complex mathematical concepts to **140+** students daily of varying cultural backgrounds, economic statuses, and ability levels
- Designed and created up to **15** instructor lead trainings weekly that met curriculum standards and resulted in learner mastery and **10%** higher than average exam scores
- Documented learner progress and alerted key stakeholders, including counselors, learning consultants, special education caseload teachers, and student's guardians, to formulate feasible individualized learning plans to maximize learner outcomes

Rochester University (Formally, Rochester College) │ Rochester Hills, MI   Summer 2012, Spring 2017
Professor, Adjunct
Assess and address learning knowledge and skills gaps within learners in preparation for higher-level coursework.
- Utilized Microsoft Excel to create and design grade books to record and calculate semester grades
- Taught adult learners within the Center for Extended Learning (CEL) program, which primarily serves working adult learners as the instructor for the Survey of Mathematics course
- Identified learning gaps and created course material to fill those learning gaps and increase learner success in their first college math class as an instructor for a Math Bootcamp course

ABM Building Solutions (Formally, Linc Mechanical) │ Farmington Hills, MI   2003 – 2010
Office Assistant
Supported lead accountant and sales department, ensuring processes ran smoothly and effectively.
- Developed and implemented an Excel spreadsheet that automated yearly contract price adjustments, saving **5+** hours of time
- Achieved a **20%** reduction in outstanding customer payments through proactive collection calls
- Increased overall cashflow by **5%** by diligently preparing payables for entry and facilitating timely or early payments
- Organized and maintained **500+** contract files

EDUCATION

Oakland University │ Rochester, MI
Master of Science in Industrial Applied Mathematics
GPA 3.9

Rochester University │ Rochester Hills, MI
Bachelor of Science in Secondary Education
Mathematics major, Biology minor
Magna Cum Laude; GPA 3.8