

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.

- Effectively communicated complex mathematical concepts to groups of at most 37 students of varying cultural backgrounds, economic statuses, and ability levels
- Collaborated with 3+ teams of colleagues toward common goals in curriculum development
- Utilized and implemented data-driven practices, including formative assessments, to give quick, effective feedback to learners
- Contacted and effectively communicated with parents, as needed, to assist students in meeting required standards for student achievement
- Designed and created up to 15 instructor lead trainings weekly that met curriculum standards and resulted in learner mastery
- Documented learner progress and alerted counselors, learning consultants, and special education caseload teachers to formulate feasible individualized learning plans to maximize learner outcomes

Rochester University (Formerly, 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 (Formerly, 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

Rochester University | Rochester Hills, MI

Master of Science in Industrial Applied Mathematics

Bachelor of Science in Secondary Education

GPA 3.9

Mathematics major, Biology minor

Magna Cum Laude; GPA 3.8