To Whom It May Concern:

As a thoughtful data analyst and experienced project manager, I am prepared to provide valuable insight to the team. Most recently I served as the Group Quarters Census Field Manager for the 2020 Decennial Census. I found the opportunity to serve my community and Nation in this role very meaningful. I hope to find new opportunities to contribute to my community. My experience prepares to provide valuable insight to the team.

I care deeply about my community and I strive to strengthen it. At Michigan State, I majored in the "History, Philosophy and Sociology of Science" which focused on science and policy. I learned how to leverage research into meaningful policy. The importance of documentation and critical thinking lead to my success in my professional life.

My project management experience began at a Scouting camp, where I worked for ten years. The last two years I ran the program as Camp Director. Under my oversight we twice achieved a perfect score through observing national standards. In this capacity, I grew administrative and managerial skills that lead to my success as a Field Manager for the U.S. Census Bureau.

The Decennial Census is an operation like no other: it occurs only once every ten years, and in a short timeframe we trained and deployed over 1,500 employees to enumerate our community. As a Field Manager, I quickly learned the Census' specialized systems and often aided my colleagues with my technical aptitude. I played a key role in creating shared Excel spreadsheets with formulas that brought together valuable information. I utilized PivotTables to analyze operational progress and provide comprehensive reports. My attention to detail and ability to leverage technology greatly improved our ability to complete the Census in our community.

Beyond applying my technical skills in my work, I further developed my analytical aptitude through Northwestern's Data Science Bootcamp. I grew my familiarity with statistical techniques and ability to work with large data sets. I strengthened my Python data analysis skills. I proudly achieved my goal of creating a full stack web application using Flask in Python. My certificate demonstrates my proficiency in applying research and technical analysis to any problem. Additionally, I received recommendation to join the instructional team due to my exceptional grasp of the material.

My education and experience prepare me to lead teams, manage projects, and develop meaningful insights. I am eager to dedicate my attention to detail and strong work ethic to the mission. I look forward to further discussing how I can contribute to that mission. I appreciate your time in considering my application.

Sincerely,

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