

Margaret King-Cate

Maple Grove, MN
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SUMMARY I have a passion for statistics and strong skills in excel and R. I have experience manipulating small and large data sets, and I am excited to expand my knowledge of and experience with more analytical tools.

EDUCATION **Bachelor of Science** (2017)
University of Puget Sound
Biology Major, Math Minor, Chinese Emphasis
Dean's List (2016-2017)

Coursera Certificate Courses
Specialization: Applied Data Science with Python (in progress)
Specialization: Big Data (in progress)
Inferential Statistics (2016)
Introduction to Probability and Statistics (2016)

High School Diploma (2012)
Lakeside School – Seattle, WA

SKILLS Excel R Statistical Computing Python

EXPERIENCE **University of Puget Sound**, Math Dept. Assistant Jan 2017 – May 2017

- Tutor introductory and advanced statistics: topics range from basic statistical analysis to computing with R
- Grade for Calculus I, Introduction to Statistics, and Finite Math courses: includes analyzing students' work to determine partial credit

Labor Tubs Northwest, Associate Aug 2012 – May 2017

- Manage office operations: phone calls, emails, client intake, appointment scheduling, and mailing
- Collaborate with web designer to overhaul website
- Analyze cost data for expense reports using excel
- Coordinate deliveries and pick-ups working intimately with expecting parents to provide comfort measures at their births

South Sound Eye Care, Medical Assistant Jan 2015 – Sep 2015

- Organized office operations: scheduling, verifying insurance, pre-screening, detailed electronic medical records
- Maintained integrity and confidentiality of client data
- Worked closely with patients training for contact lens use
- Tracked daily revenue to ensure we met daily, weekly, and monthly goals

Technology Services UPS, Print & Copy Assistant Jan 2015 – May 2015

- Supervised both school-wide and private print and copy jobs to completion
- Took detailed orders from up to 10 customers per shift
- Ensured quality control throughout each shift monitoring all steps of production

Private Families, Nanny Jan 2012 – Present

- Support families with their childcare needs from newborn to preteens