

SUMMARY	Aspiring Analytics Engineer who turns chaotic clinical and nonprofit data into HIPAA-ready, self-serve pipelines with R/Python + Power Automate, cutting manual effort up to 70% and replacing ad-hoc chaos with repeatable, compliant systems.	
SKILLS	<b>Core Stack:</b> Python (pandas, numpy, requests), R (tidyverse), SQL, dbt (self-teaching) <b>Automation:</b> Power Automate, Bash / Zsh Scripting, Windows Task Scheduler <b>Data Platforms:</b> PostgreSQL, MySQL, REDCap (clinical), REST APIs, Salesforce <b>Version Control:</b> Git, GitHub, GitLab <b>Visualization:</b> Power BI, Tableau, Altair, Quarto <b>Process Design:</b> Workflow Documentation, Cross-functional Collaboration, ETL	
EXPERIENCE	<b>Programmer Analyst</b> - <i>Michigan Alzheimer's Disease Center, Michigan Medicine</i>	2023-06 - Present
	<ul style="list-style-type: none"><li>Reduced manual entry 40% by engineering daily REDCap ↔ SharePoint pipelines with R and Power Automate.</li><li>Built PEARL, a centralized participant-management platform for research studies: led system analysis, mapped and documented workflows, and automated SharePoint/Power Automate processes that streamline multi-study tracking.</li><li>Accelerated team ramp-up from weeks to days by designing a GitLab onboarding course and reusable code templates that standardize analytics workflows.</li></ul>	
	<b>Instructional Aide</b> - <i>University of Michigan, School of Information</i>	2022-08 - 2023-04
	<ul style="list-style-type: none"><li>Collaborated with the teaching team via GitHub to develop Python lessons and implement Gradescope autograders, managing 150+ student submissions.</li><li>Provided code debugging support and facilitated student learning, ensuring a smooth grading process and technical assistance for course participants.</li><li>Supported course operations by managing student data in Canvas, including roster updates, grade tracking, and coordination with instructors to ensure data accuracy and timely feedback.</li></ul>	
	<b>Professional Services Intern</b> - <i>EnterpriseDB</i>	2022-05 - 2023-04
	<ul style="list-style-type: none"><li>Built and documented workflow templates for global teams, standardizing onboarding and delivery in a distributed environment.</li></ul>	
	<b>Development Operations Manager</b> - <i>World Central Kitchen</i>	2019-07 - 2021-06
	<ul style="list-style-type: none"><li>Led the migration from ActBlue to Salesforce, ensuring seamless data transition, system integration, and the establishment of efficient development processes.</li><li>Administered Salesforce for a \$250 M fundraising engine: built ad-hoc dashboards and visualizations that gave executives real-time insight into campaign ROI, donor retention, and disaster-relief cash flow.</li><li>Launched and integrated Classy with Salesforce via custom APIs, automating online receipt workflows and boosting one-click donation conversion by 35 % during high-urgency appeals.</li><li>Supported revenue growth from \$10M to \$250M by driving data accuracy, system efficiencies, and operational scalability during high-impact periods, such as disaster relief efforts.</li></ul>	
	<b>Development Operations Director</b> - <i>City Year Washington, DC</i>	2018-08 - 2019-06
	<ul style="list-style-type: none"><li>Led a cross-functional team of three (Comms, Events, Executive Support), streamlining workflows and performance KPIs to keep campaigns, collateral, and leadership requests moving in lock-step.</li><li>Produced City Year DC's flagship gala and key fundraising events, coordinating vendors, sponsors, and volunteer corps to exceed annual donor-engagement and revenue targets.</li></ul>	

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<b>Development Operations Manager</b> - <i>City Year Washington, DC</i>	2017-08 - 2018-08
<ul style="list-style-type: none"><li>◦ Network data liaison: aligned DC's Salesforce fields, naming conventions, and KPI definitions with national HQ, enabling apples-to-apples reporting across 28 sites.</li><li>◦ Team lead for brand visibility: supervised a Communications Associate, set the social-media calendar, and coordinated email + event collateral to amplify local campaigns.</li><li>◦ National analytics voice: helped design a Power BI network dashboard that gave site leaders real-time fundraising snapshots.</li></ul>	

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<b>Development Operations Associate</b> - <i>City Year Washington, DC</i>	2015-07 - 2017-07
<ul style="list-style-type: none"><li>◦ Guardian of 40k+ Salesforce records: handled daily donor-gift entry, resolved data conflicts, and produced weekly giving/retention reports for the leadership team.</li><li>◦ Executive support hub: managed calendars, donor correspondence, and briefing packets for the Executive Director and two Development Directors.</li><li>◦ Creative collateral producer: built print and digital assets in InDesign/Photoshop for campaigns, volunteer drives, and a 400-guest gala.</li><li>◦ Donor-thank-you optimizations: tightened acknowledgement workflows, cutting turnaround time from weeks to days and improving donor satisfaction.</li></ul>	

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PROJECTS

<b>PEARL: Centralized Participant Data System</b>	
Built and scaled the Participant Engagement and Research Lifecycle (PEARL) platform, automating workflows with Power Automate and Microsoft 365 to streamline multi-study participant tracking. Resulted in 40% reduction in manual entry and improved consistency of participant records across 10+ concurrent studies.	2024-04
<ul style="list-style-type: none"><li>◦ R, REDCap, Microsoft 365, Power Automate</li></ul>	

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<b>Eligibility Rule Engine and Document Automation (R + REDCap)</b>	
Developed an R script to aggregate REDCap participant data, automate eligibility evaluation, and generate standardized PDF reports. Reduced manual review time by 50% and improved documentation accuracy across stakeholder teams.	2023-10
<ul style="list-style-type: none"><li>◦ R, Batch Scripting, REDCap</li></ul>	

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<b>Secure PHI ETL Pipeline with R and Power Automate</b>	
Automated PHI extraction and REDCap archiving via R and Power Automate. Created structured, low-friction workflows for PHI delivery while maintaining HIPAA compliance and access control.	2025-01
<ul style="list-style-type: none"><li>◦ R, Task Scheduler, Power Automate</li></ul>	

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CERTIFICATES

<b>PostgreSQL 13 Certification</b>	
EDB (Credential ID: EDB34938)	

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EDUCATION

<b>University of Michigan, School of Information</b>	2021-08 - 2023-04
Master's of Science - Information (Focus: Data Analytics)	

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