

MIRANDA COOPER

mleighc@umich.edu – (215) 499-3623 – Sterling Heights, MI – mleighc.github.io

SKILLS

- R (Tidyverse), Python, SQL, Tableau, Power BI, Altair, PostgreSQL, REDCap, Salesforce, Microsoft Power Automate, Microsoft 365, REST API, Quarto, Git, GitHub, GitLab, Task Scheduler, Batch Scripting, Data Analysis & Reporting, Workflow Optimization and Automation, Data Migration and Cleansing, Project Management, Collaboration and Version Control, Problem-Solving, Debugging

KEY PROJECTS

PEARL Participant Engagement Platform R, REDCap, Microsoft 365, Power Automate

Led the development of an integrated platform centralizing participant engagement for research studies. The system automated data workflows using Microsoft 365 and Power Automate, improving cross-study collaboration and reducing manual processes by 40%.

Study Suggester Script R, Batch Scripting, REDCap, Data Integration

Developed an R script to unify participant data across multiple REDCap project databases, evaluate eligibility against study criteria, and generate formatted PDFs recommending the most suitable studies. Automated the process with Task Scheduler for monthly execution, reducing manual work and improving accuracy.

Automated Protected Health Information (PHI) Workflow R, Task Scheduler, Data Extraction

Standardized and automated the extraction of participant PHI based on study criteria. Transitioned a manual process into a fully automated workflow using R scripts executed via Task Scheduler, ensuring consistent and efficient monthly reporting.

WORK EXPERIENCE

Michigan Alzheimer's Disease Center, Michigan Medicine

Data Analyst/Programmer

Jun 2023 – Present
Ann Arbor, MI (Remote)

- Reduced onboarding time by 50% by designing interactive materials for GitLab, enhancing training engagement for team members.
- Automated R scripts, reducing manual workflow processing time by 40%, streamlining participant assignments across 10+ active studies, and generating reusable referral templates for research recruiters.
- Led the development of PEARL, a centralized participant engagement platform that integrates research studies and automates data workflows, improving efficiency and data integrity across multiple investigations.
- Maintained data quality and integrity in REDCap, processing large volumes of HIPAA-compliant health data, ensuring security and compliance.

University of Michigan, School of Information

Instructional Aide

Aug 2022 – Apr 2023
Ann Arbor, MI

- Collaborated with the teaching team via GitHub to design Python lessons and implement Gradescope autograders, managing 150+ student submissions.
- Provided code debugging support and facilitated student learning, ensuring a smooth grading process and technical assistance for course participants.

EnterpriseDB

Professional Services Intern

May 2022 – Apr 2023

Remote

- Completed a 12-week full-time internship, later extended into a part-time role, where I designed workflow templates for EDB's 11 Global Packaged Services, standardizing delivery and training for global stakeholders.
- Achieved PostgreSQL 13 Associate Certification (Credential ID: EDB34938), enhancing technical knowledge and contributing to service optimization.

World Central Kitchen

Development Operations Manager

Jun 2019 – Jun 2021

Washington, DC

- Led the migration from ActBlue to Salesforce, ensuring seamless data transition, system integration, and the establishment of efficient development processes.
- Managed Salesforce administration and data entry, troubleshooting issues and generating ad hoc reports and data visualizations to support key fundraising decisions.
- Spearheaded the setup and optimization of the Classy platform, including API integration with Salesforce, enhancing online donation processing and donor engagement.
- 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.

City Year Washington, DC

Development Operations Director

Aug 2018 – Jun 2019

Washington, DC

- Promoted to oversee a team of three, including a Communications Associate, Events Manager, and Executive Assistant, ensuring cohesive operations across communications, events, and executive support.
- Directed the planning and execution of the annual gala and other key fundraising events, collaborating with the Events Manager to achieve financial goals and donor engagement.
- Partnered with national headquarters to implement cross-site analytics tools like Power BI, contributing to data-driven decision-making at the local and national levels.

City Year Washington, DC

Development and Communications Manager

Aug 2017 – Aug 2018

Washington, DC

- Acted as a liaison between the local fundraising team and national headquarters, standardizing Salesforce data management and reporting practices.
- Supervised a Communications Associate, leading social media and external communications strategies to elevate brand visibility.
- Continued advancing Salesforce workflows, introducing enhancements that improved donor engagement and team productivity.
- Contributed to the development of a Power BI dashboard as part of a national focus group, enabling centralized data visualization for all 28 City Year sites.

EDUCATION

University of Michigan, School of Information

Master of Science Information, focus in Data Analytics

Apr 2023

Ann Arbor, MI