Paige Bodine

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# Summary

* Hard-working, detail-oriented economist with a passion for data analysis who utilizes problem-solving skills to analyze large datasets and establish causal models. Trained in business communications, administration and economic analysis with proficiency in presenting complicated material to an audience and interpreting results from large datasets.

# Program Knowledge

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| * Eviews | * Data Manipulation in R | * Advanced MS Powerpoint |
| * SQL | * Matlab | * SaaS |
| * Stata | * Proficient Microsoft Excel | * Advanced MS Word |

# Education

## Bachelor of Arts in Economics | may 2021 | California state university, fullerton

* GPA: 3.34
* Coursework in Mathematical Economics, Environmental Economics, Introduction to Econometrics, and Labor Economics

(Linear/nonlinear/logarithmic/panel regressions, difference-in-difference analysis, instrumental variables, causal models, multiple regression)

* Over two years of experience with R and Excel applied to econometric models.

# Continuing Education

## Master of arts in economics | 2021 – 2023 | california state university, fullerton

* Coursework in Econometrics, Environmental Economics, Macroeconomics, and Microeconomics

(Linear probability model, binomial and multinomial Logit and Probit models, instrumental variables, Box Jenkins forecasting, Solow Growth model, time series models, game theory)

* One year of experience using Eviews applied to Macroeconometric models, such as, Box Jenkins methodology, autoregressive moving average models, and vector autoregression models and error correction models.
* Analyzed large datasets using R Markdown and established causal models.

# Work Experience

## office manager | formuzis, hunt and lanning, inc. | october 2021 – present

* Experience using Salesforce to manage lawsuit cases and keep case data and documents up to date.
* Utilized DBSync to integrate Quickbooks with Salesforce and created workflows to make the integration process smoother and daily tasks more efficient.
* Experience exporting large data from Timeslips into Quickbooks and cleaning up the data using Excel.
* Evaluated Life Care Plans for lawsuit cases and used discount rates in Excel to bring the calculations to present value.
* Scheduled Depositions and Testimonies for Economic consultant experts.

## General office clerk | consolidated electrical distribustors | july 2020 – october 2021

* Utilized company database program to execute billing tasks and record information.
* Provided quality clerical support through data entry, document management, email correspondence and overseeing operation of office equipment.
* Prepared and mailed invoices to customers, processed payments, and documented account updates.
* Submitted cash and check deposits and generated cash receipts to record money received.
* Streamlined processes to enhance efficiency within multiple departments in the company.