

Quinnlan Cordero

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SUMMARY

Detail-oriented Operations Assistant with experience in publishing and a background in academia, actively seeking an operational position. Skilled in data management, research, writing, and editing. Currently pursuing an IBM Data Science Professional Certificate to enhance analytical and trend storytelling capabilities.

PROFESSIONAL EXPERIENCE

JOHN WILEY & SONS, INC., Remote

Operations Assistant, February 2022 – present

- Assist in the maintenance of Wiley's current Open Access Accounts, with specific focus on eligibility audits and account financial management
- Maintain and analyze large sets of data using systems such as Salesforce, PowerBI, and Microsoft Suites (predominantly MS Excel with emphasis on pivot tables, lookups, and index functions)
- Communicate and collaborate with institutions and authors to aid in publishing articles through Open Access Accounts
- Assemble new accounts for 80+ deal launches with new institutions and partners

SMITHSONIAN NATIONAL MUSEUM OF NATURAL HISTORY, Washington, DC

Manuscript Research Assistant, May 2019 – July 2022

- Complete extensive research through selecting and analyzing relevant sources
- Gather and manipulate quantitative and qualitative data for relevant statistical analysis
- Write, edit, and draft manuscripts in order to assure the finished product is accurate and representative of the institution's standard for high quality work

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

Bachelor of Science in Biological Anthropology, Graduated May 2021

- Presidential Academic Scholarship Award
- Member of the Jackie and Rachel Robinson Society
- Member of Delta Iota Gamma, an academic archaeological fraternity

PUBLICATIONS

- Ubelaker, DH, Cordero, Q, Linton, NF. Recent research in forensic anthropology. *European Journal of Anatomy*, 24, (2020) 221-227. eja.190620du.
- Ubelaker, DH, Cordero, Q, Wu, Y, Linton, NH. Anthropological analysis of trauma in throat bone and cartilage: A review. *Forensic Science International*, 12 (2020) 224-229. doi: 10.1016/j.fsisyn.2020.08.002. eCollection 2020
- Ubelaker DH, Wu Y, Cordero QR. Craniofacial photographic superimposition: new developments. *Forensic Science International: Synergy*, 1 (2019) 271-274. <https://www.sciencedirect.com/science/article/pii/S2589871X19301548>

SKILLS & OTHER

SKILLS: Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Google Docs, Google Sheets, Salesforce, PowerBI, LogRocket, Editing according to Chicago Manual of Style and Associated Press Stylebook
CERTIFICATIONS: IBM Data Science Professional Certificate (Expected January 2025)