

Rania Hamid

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Data scientist with two years professional experience in the public sector. Skilled in statistical analysis, building data pipelines, and dashboard development with a strong record of improving data quality and operational efficiency. Pivoted into data science after supporting executive operations.

Core Expertise

Data Pipelines & Automation | Statistical Modeling | Hypothesis Testing | Data Governance | Dashboard Development | ETL/ELT | Python | SQL | R | Power BI | Tableau | Microsoft SQL Server | SSIS | Business Process Optimization | Inventory & Logistics Analytics | Stakeholder Engagement | Agile & Waterfall PM | Validation Metrics | Natural Language Processing

Education

University of Maryland Global Campus M.S. Data Analytics	Aug 2024 – Jul 2026
University of Maryland College Park B.A. Linguistics, minor Japanese	Sep 2006 - May 2012

Certifications

Entity Academy, Data Science	May 2022
AWS, Cloud Practitioner	Expected Feb 2026

Professional Experience

The Midtown Group Senior Data Analyst (Contract) <i>Supporting Washington, DC Government Office of Contracting and Procurement (OCP)</i>	Nov 2022 – Apr 2024
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Elevated procurement, inventory, and emergency-response analytics by building data pipelines, visualization tools, and statistical models that strengthened compliance, transparency, and operational decision-making across multiple departments.

- Led a cross-departmental initiative with procurement specialists, contract specialists, warehouse managers, and data analysts to redesign and automate logistics workflows using Smartsheet, BarCloud, and Quickbase; established an end-to-end communication and tracking chain linking procurement transactions to inventory IDs, reducing delivery delays and inventory reconciliation time by an estimated 15%.
- Built automated SQL and Python-based data pipelines in collaboration with DC Office of the Chief Technology Officer analysts to extract, clean, and integrate procurement, inventory, and surplus auction data from Quickbase, Smartsheet, Barcloud, and GovDeals into Microsoft SQL Server via SSIS, streamlining operations workflows, improving data accuracy and reducing report preparation time by 98%.
- Developed a regression-based purchase scheduling model in R using Quickbase distribution data to optimize PPE procurement timing and quantities post-COVID-19; collaborated with OCP data analysts and Barcloud ERP staff to enhance inventory accuracy by tracking expiration dates and implementing a first-in, first-out system, preventing \$790K in materials from expiring unused.

The Midtown Group Business Analyst (Contract) <i>Supporting Washington, DC Government Office of Contracting and Procurement</i>	Jun 2022 – Nov 2022
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Supported emergency procurement, expenditure tracking, and logistics management during COVID-19 response activities.

- Designed and maintained multi-platform dashboards in Smartsheet, Tableau, and Power BI to visualize contract burn rates, warehouse throughput, and surplus property revenue; collaborated with analysts, warehouse managers, and executives to automate cross-department reporting, reducing manual reporting time by approximately 75% and improving procurement and financial transparency across teams—leading to a promotion to Senior Data Analyst for demonstrated leadership and measurable operational impact.
- Partnered with internal and external auditors, procurement officers, and financial controllers to identify three-way matches across \$23M in purchases using Smartsheet, BarCloud, and warehouse BOLs; resolved audit findings within three months and co-authored a revised SOP that strengthened financial accountability and inventory traceability for future reviews.

Prior Work Experience

North American Electric Reliability Corporation | Senior Administrative Assistant, Legal **May 2020 – Mar 2022**
 Strengthened regulatory compliance, board governance, and executive operations through structured workflows, data tracking, and document-management automation.

- Developed an Excel-based scheduling program that automatically generated quarterly board production timelines based on meeting dates and the North American Electric Reliability Corporation's (NERC) bylaw requirements, reducing schedule preparation time from 2 hours to 10 minutes per cycle and improving compliance with posting deadlines.
- Designed and automated SharePoint- and Microsoft Teams-based version control and document-locking workflows for board-approved materials, eliminating post-approval edits and enabling consistent public release within the NERC-mandated 24-hour post-meeting deadline, while ensuring auditability, document integrity, and secure archiving across Legal, Compliance, and Enforcement divisions.
- Coordinated cross-departmental workflows across Legal, Risk and Compliance, and Enforcement teams, tracking board actions and document turnaround times via Microsoft Tasks and SharePoint, improving visibility and accountability among 7+ stakeholder groups, including FERC representatives.

Randstad Staffing, Inc. | Senior Administrative Assistant, Enforcement (Contract) **Feb 2020 – May 2020**
Supporting North American Electric Reliability Corporation

Strengthened regulatory compliance, board governance, and executive operations through structured workflows, data tracking, and document-management automation.

- Managed end-to-end production timelines for Enforcement division board materials aligned to NERC Rules of Procedure–driven quarterly board cycles, using Excel-based scheduling templates to track dependencies, approvals, and deliverables across Legal, Compliance, and leadership stakeholders to ensure all reports and documentation were finalized ahead of fixed regulatory deadlines.
- Recorded and maintained detailed meeting minutes for Enforcement leadership, tracking follow-up actions and policy updates in SharePoint for cross-departmental accessibility and version control.

Coordinated logistics and travel for the Director of Enforcement and senior staff for quarterly NERC board meetings, ensuring uninterrupted executive participation in time-sensitive regulatory proceedings and supporting on-time decision-making, reporting, and compliance outcomes.

RP Staffing, LLC. Data & Operations (Temporary Contracts)	Jul 2018 – Dec 2019
<i>Data Maintenance Coordinator (CASE)</i>	<i>Mar 2019 – Dec 2019</i>
<i>Executive Assistant (AHS)</i>	<i>Dec 2018 – Mar 2019</i>
<i>Member Benefits and Services Support (AAMC)</i>	<i>Sep 2018 – Nov 2018</i>
<i>Membership Support Specialist (AAPS)</i>	<i>Jul 2018 – Sep 2018</i>