Sandra J. Hall

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# Objective

Technical Writer/Editor who recently graduated with a Master of Science in Applied Business Analytics and is currently expanding programming skillset at George Washington University. Seeking a transitional role focused on Data Analysis. Experience leading a technical writing team, developing technical documentation, and managing customer deliverables throughout the lifecycle. Educated in identifying correlations using statistical methods, creating data regression models, using predictive analytics, and analyzing data mining algorithms to deliver insights and provide business solutions.

## Skills

Leadership, Data Management/Governance, Data Mining, Data Analysis, Excel Data Analysis Tools, IBM SPSS, Agile Methods, Lean Six Sigma Process Improvement, Technical Writing, R Programming, SQL, SharePoint, MS Visio, Python, PyPlot, Jupyter Notebook, Pandas, Matplotlib, SciPy, Tableau, Matplotlib

## Work Experience

Lead Technical Writer/Editor

*Northrop Grumman, McLean, VA / Oct 2019-Present*

* *Interviewed Product Developers for the creation of client deliverables.*
* *Prepared a Standard Operating Procedure to outline the Document Creation Process.*
* *Created SharePoint Workflows to allow collaboration for document preparation.*
* *Prepared illustrative materials to insert in documentation, including organization charts.*
* *Routinely Edited Software Releases and other key deliverables.*
* *Created and routinely edits/distributes monthly program newsletter.*

Administrative Assistant 4

*Northrop Grumman, Colorado Springs, CO / Sept 2018-Oct 2019*

* *Routinely booked travel for over 200 personnel.*
* *Prepared expense reports for accounting.*
* *Compiled meeting minutes.*
* *Interfaced with Software Engineering Lead to leverage MS Project for scheduling projects and resources for the PARCS Program.*
* *Developed recall rosters and weekly client presentations/briefings.*
* *Drafted and updated Standard Operating Procedures for the Program Management Office.*
* *Provided oversight and managed documents throughout the Peer/Tech Review Process.*
* *Created CONUS/OCONUS Travel Operating Procedure.*
* *Worked with Data Management for file creation and maintenance.*
* *Calendar Management for all program executives.*

Administrative Functional Support 3

*Northrop Grumman, Abu Dhabi, UAE / May 2017-Sept 2018*

* *Senior Administrator to 350 person organization.*
* *Provided training to support staff.*
* *Acted as a Technical Writer for executive level documents and key correspondence.*
* *Coordinated executive calendars.*
* *Designed and managed the organizational SharePoint.*
* *Managed employee evaluations for over 350 personnel.*

Information Resources Manager

*WV Air National Guard, Charleston, WV / April 2016-May 2017*

* *Designed and managed the Command’s Dashboards via Microsoft Access to display key Wing metrics/trends to 18 high-level executives, including the Wing Commander.*
* *Acted as a Technical Writer for all Wing Publications and Correspondence.*
* *Performed random/routine Records Management inspections on over 50 different offices.*
* *Coordinated, managed, and reported 15 high level FOIA requests.*
* *Trained and provided oversight to all 17 Records Mangers.*
* *Fielded and resolved Remedy tickets regarding SharePoint issues.*
* *Designed and managed the organization SharePoint.*
* *Trained and provided help desk support to over 100 SharePoint Web Administrators.*
* *Routed and updated 35 Wing Plans/Publications with 100% executive approval.*

## Education

Data Analytics Bootcamp

Data Visualization program covering multiple tools vital in Data Science including: Python, Pandas, SQL, JavaScript, SciPy, PyPlot, Matplotlib, Pandas, Jupyter Notebook, VBA, Microsoft Excel Data Analysis tools, Tableau, Hadoop, etc.

*George Washington University Washington, D.C. / Currently Enrolled, Graduation April 2021*

## Education (cont’d.)

Master of Science in Applied Business Analytics

*American Military University Charles Town, WV / Graduated Aug 2020*

Bachelor of Science in Legal Studies

*American Military University Charles Town, WV / Graduated Aug 2015 3.3 GPA*

Associate of Applied Science in Information Management

*Community College of the Air Force Montgomery, AL / Graduated July 2016*

Associate of Applied Science in Criminal Justice

*University of Phoenix Online / Graduated August 2010*

## REFERENCES AVAILABLE UPON REQUEST