



Ms. TYLER CAIN

2089 E. 5290 S.

Holladay, UT 84117

801-712-8481

tecain13@gmail.com

## OBJECTIVE

---

Meticulous yet dynamic GIS and Statistics master's student with proven interpersonal skills and analytical aptitude seeking to establish career in the data science field.

## EDUCATION

**Cumulative GPA: 3.98; summa cum laude**

### University of Utah

**Salt Lake City, UT**

Master's Certificate in Statistics

May 2020

Master's Certificate in GIS

May 2019

Honors Bachelor of Science - Urban Planning

August 2016

Bachelor of Science - Health, Society, and Policy

## PROFESSIONAL CERTIFICATIONS

---

**Full-Stack Web Development Bootcamp Graduate**

May 2020

University of Utah

**Certified Associate in Project Management**

October 2019

Project Management Institute

## RELEVANT EXPERIENCE

---

**Office of the Lt. Governor**

**Salt Lake City, UT**

**Executive Assistant to the Lt. Governor**

September 2018 – Present

- Coordinate and manage calendar for Lt. Governor on behalf of scheduling team
- Research and draft supplemental talking points for public remarks/speeches
- Facilitate meetings, vet organizations and individuals, negotiate availability and logistics
- Assume intermediary role between the general public and staff, convey information to proper parties
- Provide administrative support to Lt. Governor, Chief of Staff, and Aide-De-Camp

**Utah Data Research Center**

**Salt Lake City, UT**

**Data Analysis Intern**

May 2019 – August 2019

- <https://udrc.utah.gov/workforceretention/index.html>
- Acquired functional proficiency in R, D3.js, SQL
- Assisted with the development of a web dashboard analyzing the propensity of Utah System of Technical College graduates to seek subsequent employment out-of-state (descriptive statistics, logistic regression and machine learning, dataset querying, UX design)

RELEVANT EXPERIENCE CONTINUED

---

**Office of the Governor**  
**Constituent Services Specialist**

**Salt Lake City, UT**  
January 2016 – April 2018

- Fielded all forms of direct communication with the public (email, mail, phone calls)
- Provided in-person reports for Governor Gary R. Herbert
- Contacted governmental agencies to acquire information; managed constituent cases and reported progress within confidentiality parameters
- Assisted with the implementation of a case management software/CRM utilized by state executive and legislative branches; communicated objectives to vendor
- Conducted supplemental software trainings, reviewed SOWs
- Drafted official public statements to address controversies
- Selected, trained, and supervised office interns
- Archived and tracked public opinion in a digital database; provided in-person reports for Governor Gary R. Herbert

**U.S. Department of Health and Human Services**  
**Strategic Planning Team Intern**

**Washington, D.C.**  
May 2015 – August 2015

- Assisted with the creation of an online strategic planning system and department-wide strategic plan database; participated in inter-agency strategic planning consultations
- Designed and delivered a webinar analyzing Federal Advisory Councils within HHS
- Evaluated the efficacy of HHS emergency preparedness and response policies

SKILLS

---

Statistics	Web Development	GIS	Administrative
<ul style="list-style-type: none"><li>○ R, R Studio</li><li>○ SAS</li><li>○ Stata</li><li>○ IBM SPSS</li></ul>	<ul style="list-style-type: none"><li>○ HTML</li><li>○ CSS, Bootstrap, Materialize</li><li>○ JavaScript</li><li>○ jQuery</li><li>○ Node.js</li></ul>	<ul style="list-style-type: none"><li>○ ArcGIS Desktop</li><li>○ ArcGIS Online</li><li>○ SQL</li><li>○ Python</li></ul>	<ul style="list-style-type: none"><li>○ Google Platform</li><li>○ Microsoft Office</li><li>○ Salesforce</li><li>○ Adobe Suite</li></ul>

COMMUNITY INVOLVEMENT

---

**Homeless Youth Literacy Volunteer**  
The Road Home

November 2016 - Present