



Ms. TYLER CAIN

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Holladay, UT 84117

801-712-8481

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

COMMUNITY INVOLVEMENT

Homeless Youth Literacy Volunteer
The Road Home

November 2016 - Present