

## **INTRODUCTION**

- Master's Degree in Public Administration
- Master's Degree in Public Policy
- Effective management of large information systems
- Strong quantitative, qualitative, and mixed-methods statistical research analysis
- Effective attention to detail and auditing of data systems and financial expenditures
- Efficient in MS Office, STATA, ARC-GIS, GeoDa, Atlas-TI, Google Apps, Screen Cast
- Knowledge of SQL, Python and JAVA in MAMP, Visual Studio Code, Git Bash, and IntelliJ using Maven and Gradle

## **PROFESSIONAL SUMMARY**

### **DATA AND COMPLIANCE MANAGER (& HOMELESS SERVICES LIAISON) – KIPP SCHOOLS; ST. LOUIS, MO AUGUST 30, 2015 – MARCH 02, 2018**

Responsible for the management of student information system (SIS) across the St. Louis region; the auditing, analysis and presentation of data for decision-making, and to identify adherence to compliance measures and timelines. Performed analyses of retention data to identify trends, and effectiveness of related efforts. Responsible for developing information system practices and data maintenance for accurate reporting to state, federal governments, and stakeholders. Audited information system data to identify weaknesses in system use and data handling practices, followed by the development of appropriate professional development for staff. Established the district's information system and compliance measures for homeless families to align with the McKinney-Vento Act, and worked with external districts to ensure uninterrupted service to displaced students.

### **SENIOR RESEARCH SPECIALIST - PUBLIC POLICY RESEARCH CTR., UNIVERSITY OF MISSOURI-ST. LOUIS FEBRUARY 4, 2005 – DECEMBER 31, 2016**

Interviewed clients to assess research needs, followed by in-depth research design and implementation. Used mixed methods research and analyses, including descriptive statistics, quantitative, qualitative, and regression analyses; with STATA, MS Excel, ATLAS-TI and where necessary, ArcGis or GeoDa to conduct spatially-aware regression analyses. Designed logic model-based evaluations both pre- and post-program, to meet grant funding and compliance requirements, as well as to inform internal program operations. Mining and analysis of large data sets, including longitudinal; completing various statistical tests.

### **DIRECTOR – DATA, RESEARCH & EVALUATION DEPARTMENT, NORMANDY SCHOOL DISTRICT; ST. LOUIS, MO JULY 1, 2012 – DECEMBER 31, 2013**

Standardized the Data, Research and Evaluation Department and its operating procedures. Conducted district-wide data audits, directed data improvement practices and provided professional development according to audit findings. Performed statistical analyses for evidence-based performance decisions. Conducted close audit of staff position types and salary categories within the state's program definitions. Completed all state and federal data reporting with better accuracy over prior years' submissions, resulting in improved federal program audits and the release of nearly \$600K previously withheld due to historical data discrepancies. Maintained FERPA compliance for the protection of student and family data.

**GRANTS AND CONTRACTS ADMINISTRATOR/FISCAL COORDINATOR, SAINT LOUIS UNIVERSITY; ST. LOUIS, MO  
JANUARY 4, 1993 – JUNE 30, 2003**

Performed the tasks of pre- and post-grants administration and the fiscal management of sizeable grant funding. Responsible for budget forecasting, collaborated writing, editing, and directing the submission process in the pre-grant phase. Directed compliance by establishing post-award parameters according to the guidelines of funding sources and the University IRB and conducted monthly audits of expenditures within those predetermined guidelines. Used signature authority to approve/disapprove purchase requests to ensure adherence to approved financial and program objectives. Maintained a working knowledge of federal, state and university grant guidelines to ensure compliance and maintain the A-1 Research Administration rating. Supervised financial assistant staff; prepared scope of work for subcontractors, followed by an audit/review and approval of invoices for payment. Prepared internal and external reports for federal, state and other funding.

**RELEVANT TEACHING EXPERIENCE**

August 2016 – Dec. 2016

**University of Missouri, St. Louis**

**Adjunct Instructor – Advanced Program Evaluation**

Program evaluation using the logic model to determine points of evaluation, based upon program objectives, resources, and outcomes. Designed to incorporate mixed-methods evaluation, using both quantitative and qualitative data, and conclude with program recommendations based upon final data analysis.

August 2009 – Dec. 2012

**Harris-Stowe State University, St. Louis, MO**

**Adjunct Instructor – Research and Statistics I and II**

Research design course from initial hypothesis to data collection, the use of mixed methods and triangulation, descriptive statistics, data quality and reliability, regression analysis and post estimations and validity tests using MS Excel and STATA, outcomes analysis and reporting. History of the establishment of the IRB, and the protection of human subjects.

**Adjunct Instructor – Business Statistics**

Descriptive statistics, data collection methods, analysis, summary, probability, data distribution (binomial and normal); hypothesis testing, correlations, linear and multiple regression, post estimation. Use of statistics for evidence-based decision-making. Also taught as a Hybrid (combined online/classroom) formatted course.

**EDUCATION**

**Launch Code** for SQL, Python, Java, using MAMP, Git Bash, Visual Studio, IntelliJ with Maven and Gradle  
**PhD (ABD)**, Urban Policy/Political Science, University of Missouri-St. Louis, Anticipated 2019\*

**Master of Arts**, Public Policy, University of Missouri-St. Louis, **Conferred May 2014**

**Master of Arts**, Public Administration, Saint Louis University, **Conferred May 2002**

**Bachelor of Liberal Studies**, Social Science, Saint Louis University, **Conferred May 1999**