https://www.linkedin.com/in/valerinatole/

Skills

 $User\ experience\ research\cdot Data\ analysis\cdot Tableau\cdot Project\ management\cdot Asana\cdot Survey\ design\cdot Microsoft\ Office\ products\cdot Google\ suite\cdot Quip\cdot Lucidchart\cdot Mural\cdot Time\ management\cdot Written\ communication\ and\ expression\cdot Search\ Engine\ Optimization\cdot Strategic\ planning\cdot Adobe\ Illustrator\cdot Premiere\ Pro\cdot Quality\ assurance\cdot Teamwork\ and\ communication$

Relevant Experience

Insight Global

Data Technician II at Meta

August 2020 – Present

- Manage dataset creation projects with both internal teams and remote international vendor teams, ensuring deliverables meet all quality expectations on reasonable timelines.
- Conduct user experience research into internal tools and procedures using surveys, data from Tableau, and direct user feedback sessions to improve tooling and process efficiency
- · Train new users on internal tools and define success criteria
- Plan and manage projects requiring quick turnarounds in a fast-paced, constantly changing environment.
- Create, improve, and distribute documentation, quality assurance procedures, and presentations for vendor teams and stakeholders.

End Coronavirus Project of New England Complex Systems Institute

Volunteer Project Lead: Outreach to Impact Girls

April 2020 – December 2020

- Designed public-facing materials and informational campaigns to improve understanding of the impact of the COVID-19 pandemic on women.
- Worked with experts to design internationally-focused informational materials.
- Scheduled, conducted, and distributed interviews with subject matter experts.

Volunteer Project Contributor: PPE Hotline

April 2020 – *December* 2020

- Managed input from multiple scientists and researchers to provide the most accurate possible information to the public
- Designed public-facing materials condensing information on types of PPE during the COVID-19 pandemic
- · Scheduled and ran meetings with team members and stakeholders

Expii, Inc.

Biology Content Writing Intern August 2018 – May 2020 / January 2018 – April 2018 **Biology Content Writer** May 2020 – August 2020

- Wrote content about basic biological concepts tailored to the intended audiences.
- Designed info-graphics and visuals to creatively communicate scientific concepts.
- Used Search Engine Optimization practices to promote site usage.
- Managed content creation timelines using Asana.

Pittsburgh Supercomputing Center

Undergraduate Student Researcher

August 2018 – May 2020

- Handled intake and analysis of data with little direct supervision
- Communicated with Primary Investigator to ensure alignment on deliverables

Education

<u>University of Pittsburgh – Dietrich School of Arts and Sciences</u>

B.S. Degree, Mathematical Biology, minor in Neuroscience

Magna cum laude, 2020

MIT Media Lab/GetSmarter

Certificate in emerging design and technology of "smart cities"

April 2021