

ZACHARY LAWSON DYNE

SUMMARY

MBA Candidate with five years of data management, data analysis, and project management experience looking to apply analytics and education skills to improve health care processes

EDUCATION

Willamette University, Atkinson Graduate School of Management | Portland, OR | Expected May '20
Graduate Certificate: Data Science

- R | Python | Data Engineering (SQL) | Applied Machine Learning

Willamette University, Atkinson Graduate School of Management | Salem, OR | Expected May '20
Master of Business Administration (MBA): Operations & Systems Analysis, Public Management

- GPA: 3.88 | Atkinson Academic Honors Graduate | Allis/Gray Scholarship Fund Recipient
- One of two recipients of Dean's Award for Service to AGSM Community

Willamette University, College of Liberal Arts | Salem, OR | May '19
Bachelor of Arts (BA): Sociology

- GPA: 3.87 | Cum Laude | Mortar Board Honors Society
- Summer Term 2017 in Quito, Ecuador: Spanish and Latin American Studies

EXPERIENCE

Willamette MBA Community Grant Program

Project Manager & Lead Financial Data Analyst: Aug 2019 – Present

Responsible managing internal communication and grantee financial analysis

- Served as the principle project manager for a community grant program responsible for allocating \$100,000 to local not-for-profits and for tracking \$450,000 of previous allocations
- Designed and created an original SQL database using Access to manage and report outcome data on previously funded projects to aid in organizing institutional knowledge
- Led a team of three financial analysts in creating a risk model to measure the financial health of past and prospective grantees to assess financial risks of project proposals using Excel
- Managed communications between executive management and colleagues to share project statuses and to seek guidance, advice, and resources on outstanding issues
- Conducted site visits to past grantees to evaluate their social and economic performance while sustaining a positive relationship between Willamette and its community partners
- Worked with previously funded organizations to ensure data stewardship for grant management and reporting purposes while gaining an understanding of grant agencies' funding requirements

Financial Statement Analysis at Atkinson Graduate School of Management

Graduate Assistant: Aug 2019 – December 2019

Responsible for creating and maintaining data templates

- Sourced data from multiple public financial databases to create templates in Excel to be used in an MBA level finance and accounting course while managing workflow in multiple projects

United Way of the Mid-Willamette Valley

Strategic Management Intern – Data Analytics & Visualization: May 2019 – Aug 2019

Responsible for data analytics and visualization projects supporting the strategic initiatives team

- Leveraged multiple data sources to analyze real estate market trends in Tableau providing the strategic initiatives team with insights specific to United Way's affordable housing project goals
- Created visualizations of data from the American Community Survey and Bureau of Labor Statistics in Excel, R, and Tableau for fundraising teams to use in communicating the need for United Way's affordable housing project

Center for Quantitative Understanding, Analysis, and Design at Willamette University

Statistics and Data Science Tutor: August 2018 – May 2020

Responsible for assisting undergraduate and graduate students with statistics-based projects

- Consulted on data analysis, research design, and analytical writing using R, Excel, SYSTAT, SPSS, and jamovi for introductory, methods, thesis, and graduate level courses
- Led interactive training workshops for student-tutors and faculty on R fundamentals
- Created a reference manual for intro level students using R-based jamovi software deployed by professors to assist students during Zoom-conducted classes during the COVID-19 crisis
- Led a consulting project for the Office of Student Activities using R to provide insights on student volunteer hours in order to determine cost allocation for a multi-department software implementation, resulting in a more efficient and equitable cost structure

Lake Oswego Chamber of Commerce

Data Analytics Consultant, Atkinson Consulting Association: August 2018 – May 2019

Responsible for providing strategy and operations recommendations to Chamber executive leadership

- Conducted an industry analysis of Portland, OR area chambers of commerce to help management position themselves to attract new members
- Administered and analyzed survey data using Qualtrics and Tableau to assess the popularity and effectiveness of Chamber functions to guide management in future event planning
- Presented final findings to executive leadership at the Willamette MBA Consulting Symposium

Office of Community Service Learning at Willamette University

Food Justice Trip Facilitator, Take a Break Program: October 2017 – April 2018

Responsible for co-facilitating class and for coordinating service-learning experiences

- Researched the public health, policy, and economic conditions of the US food system to co-write and design a workbook for native and non-fluent English speakers using Adobe InDesign
- Corresponded via phone and email with government officials, industry representatives, local farmers, non-profit organizations, and grocery co-ops to coordinate a spring break, service-learning trip around Boise, Idaho
- Managed logistics, finances, internal, and external communications, resulting in a seamless service-learning program which ended 20% under budget

Salem Multicultural Institute

Program Analyst Intern: October 2017 – April 2018

Responsible for assessing organizational effectiveness and identifying areas for improvement

- Developed mixed methods evaluative report to analyze performance and community impact by interviewing key stakeholders and analyzing quantitative marketing data in SYSTAT to identify opportunities for improving organizational strategy
- Provided project management support to directors by reorganizing internal record system to archive and analyze marketing survey data using Excel

Neighborhood Legal Services, Van Nuys Courthouse

Summer Legal Intern: May 2016 – August 2016

Responsible for consulting litigants in self-representation in civil court

- Provided consulting to 30 litigants in preparing personal statements and filing paperwork for self-representation in civil court
- Created a safe and comfortable environment for litigants from a diverse set of communities during sensitive yet important times in their lives
- Trained seven new interns in case preparation and consultation

Office of Community Service Learning at Willamette University

Social Media and Public Relations Coordinator: September 2015 – November 2016

Responsible for designing media strategy for advertising office functions

- Created Social Media and Public Relations Coordinator position to improve awareness on campus, increasing event attendance by 30%
- Developed an internal digital organization system to enhancing frequency and timeliness of media releases by 50%

Olive View-UCLA Medical Center, Department of Emergency Medicine

Public Health Research Assistant: May 2012 – August 2017

Responsible for data collection and analysis for public health studies around social determinants of health and language justice as well as for clinical trials; mentor: Breena Taira, MD, MPH

- Interviewed emergency department patients in English and Spanish to collect data for multiple public health publications during summer breaks from high school and university
- Collaborated with interdisciplinary faculty and research staff to manage research data
- Audited data entry and management processes using REDCap
- Presented findings on barriers to health care at Viewpoint School Independent Study Series
- Wrote and edited research department newsletter using Publisher, leading to increased awareness of and participation in the research department's activities

FEATURED
PROJECTS

A SQL Database for the Willamette MBA Community Grant Program

Willamette MBA Community Grant Program: March 2020 – Present

- Proposed creating a database to organize processes and outcomes of \$450,000 in previously funded grant projects, improving on previously disorganized system of separate Excel files in maintaining institutional memory in a student program
- Designed and created a SQL database using Microsoft Access
- Collaborated with interdisciplinary faculty for assistance in design, analysis, and documentation stages of the project

An Exploration of Hospice Care Expenses

GSMDS5001: Data Science with R: August 2019 – December 2019

- Analyzed data on hospice care expenditures at the regional, state, and local level to understand what features predicts hospice care payments and how payments vary by geography
- Gained familiarity with Center for Medicare and Medicaid Research data
- Integrated data preparation, data visualization, statistical analysis, introduction, and results into an HTML report using *tidyverse*, *moderndive*, and *R Markdown* packages in RStudio
- Used R to deploy a variety of statistics, programming, data management, visualization, and report building techniques required for a master's level data science course

SKILLS

- Statistics, Data Management, and Visualization Tools: R, SAS, Microsoft Products (Access, Excel), SQL, Tableau, Python, SYSTAT, SYSTAT, REDCap
 - Project Management: Budgeting, Internal and External Communication
 - Cross-Cultural Communication: Intermediate Spanish, Writing and Presenting for Non-Fluent English Speakers
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