

Zoe Baker

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EDUCATION

University of San Francisco (USF), San Francisco, CA

B.A., Major in Politics, Minors in Computer Science and African American Studies

Cumulative GPA: 3.76, Major GPA: 3.97

Expected Graduation Spring 2021

Dean's Honor Fall 2017- Fall 2020

SKILLS

- Technical Skills: R, Java, Python, Tableau, Qualtrics, Dedoose, Salesforce, Word, Excel, PowerPoint
- Research and Analysis Skills: qualitative and quantitative data analysis, literature reviews, project proposals, memo writing

RELEVANT PROFESSIONAL EXPERIENCE

University of San Francisco McCarthy Fellows in San Francisco, San Francisco, CA

Fellow

March 2020 – Present

- Participate in professional and policy skills workshops in preparation for a semester long program that integrates a part-time internship with the California Government Operations Agency and a rigorous academic seminar.

University of San Francisco Data Institute, San Francisco, CA

Research Assistant

August 2020 – January 2021

- Conducted research and write memos to help our partner, the ABC News Decision Desk, call the general election presidential race results on election night
- Utilized predictive analytics to organize voter data files, early voting and vote-by-mail data, and summarize findings in succinct reports for state decision and editorial teams.

Office of U.S. Senate Member Kamala D. Harris, Washington, DC

Legislative/General Intern

January 2020 – March 2020

- Conducted legislative research to produce cosponsorship and briefing memos
- Performed administrative duties such as: answering phone calls, sorting mail, welcoming guests, and cataloging constituent concerns and support letters
- Attended constituent meetings and represented the office to visiting student groups

Yerba Buena Community Benefit District, San Francisco, CA

Intern

September 2019 – December 2019

- Conducted research and revised methodology to update inventory of security cameras, lighting, bike racks, and public seating in the district to produce more accurate data and ease of survey replicability
- Created a questionnaire that comprehensively measures the quality, features, and accessibility of public spaces in the district with the goal of creating a findings report for stakeholders and a map for members of the public

Gleeson Library, San Francisco, CA

Access Services Student Assistant

August 2017 – September 2019

- Mastered Library of Congress call number system to accurately sort and shelve library material, complete searches, page items, shelf read, prepare items for Inter-library loans, and assist patrons

Common Sense Media, San Francisco, CA

Policy Intern

May 2018 – August 2018

- Researched market trends regarding social media, student privacy, and early childhood media and summarized findings in an easily digestible way to be used companywide by the policy, marketing, and digital outreach teams
- Tracked legislation, to contribute to the passage of the California Consumer Privacy Act

ADDITIONAL EXPERIENCE AND COMMUNITY ENGAGEMENT

Tenants Together, San Francisco, CA

Hotline Counselor

May 2020 – Present

- Empower California tenants by sharing relevant tenants' rights information, resources, and tools while conducting voicemail intake and client follow up

University of Chicago Data and Policy Summer Scholar Program, Chicago, IL

Student

June 2020 – Aug 2020

- Participated in rigorous synchronous and asynchronous data analytics, R programming, and policy writing courses that culminated in a final capstone project about mask mandates and COVID-19 community spread.