

## Name

Contact information

## Summary of Qualifications

I am an entry-level economist who has developed significant research and data evaluation skills while earning my degree. While earning my degree, I worked at service level jobs in order to cover expenses.

## Selected Projects

- Created financial plan to improve a local company's operating capital & expand its strategic investments & presented analysis & plan to business owner
- Developed application that enabled users to record sightings of coyotes in urban locations, built using Google APIs & Firebase storage with single sign-on from gmail.com
- Placed first among 35 teams for achieving highest return on securities
- Performed data analysis on publically available data regarding the gender wage gap for recent graduates entering the workforce by running regressions
- Evaluated economic performance of former communist nation during its transition to a free market economy & recommended path forward

## Professional Experience

XXXXX College

2018 - present

### Administrative Assistant

- Assist head project director for Department of Student & Academic Applications with inventory & purchasing
- Create Google documents to track contacts & equipment maintenance schedules
- Assist programmers by parsing & re-designing Excel documents for readability
- Migrate Excel data into database

## Software

MS Office ( expert-level Excel, Power Point); Stata; Google Sheets & Google Docs

## Programming Languages

C++, STATA, Python, Swift

## Education

XXXXX College

anticipated 5/19

B.A. - Economics