Lindsay J.

SKILLS

- Statistical/data analysis
- Machine learning
- Quantitative & qualitative research
- Supervisory skills
- Customer service
- Collaboration
- R (programming language)
- ArcGIS Pro

WORK EXPERIENCE

Program Specialist   **Amherst, MA**
University of Massachusetts Amherst   August 2022 – Present

- Engage with incoming and prospective students to answer questions and promote interest in the DACSS program
- Organize and host information sessions
- Repeatedly set program records for new leads and applicants

Executive Assistant   **San Diego, CA**
The Glen at Scripps Ranch   March 2019 – June 2022

- Worked with several external agencies to successfully open one of the largest senior living communities in San Diego
- Supervised and trained a team of receptionists to provide excellent customer service and administrative support to residents and staff
- Analyzed survey data and collaborated with multiple parties to implement improvements based on resident feedback

Marketing Assistant   **San Diego, CA**
UC San Diego Alumni Association   November 2016 – June 2018

- Used iModules, Google Analytics, and social media analytics to monitor alumni engagement
- Created monthly alumni engagement reports using in-house CRM software

EDUCATION

University of Massachusetts, Amherst   August 2022 – Present
M.S., Data Analytics and Computational Social Science
Co-President of the Social Data Science Network

University of California, San Diego
B.A., Sociology - Magna Cum Laude
Minor in Communication

RESEARCH EXPERIENCE

Undergraduate Thesis
UC San Diego Honors Sociology Program

- Designed study investigating user management of social ties across social media platforms.
- Interviewed social media users from a variety of sociocultural backgrounds about the nature of their interpersonal relationships on social media