

## **John Smith**

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### **Career Profile**

Highly-skilled researcher with background in sociological and mathematical analysis seeks a position in data analysis and marketing. Proven record of leadership and teamwork in both the workplace and the classroom. Experienced in data analysis and researching in digital media. Possesses a high level of analytical/communication skills and technical proficiency.

### **Professional Experience**

**Hunter College (NY, NY):** Department of Sociology, Adjunct Lecturer (2007 – Present)

- Responsible for synthesizing and presenting material, group discussions, one-on-one meetings
- Managed online course environment and materials
- Established rapport with students and colleagues

**The Graduate Center, CUNY (NY, NY):** Department of Student Affairs, College Assistant (2008 – 2013)

- Provide academic support to students to ensure course material is fully accessible to them
- Responsible for training on various assistive technologies such as JAWS, Kurzweil 3000, and Dragon
- Developed training materials and streamlined procedures

**National Licensing Compliance Group (Bensalem, PA):** Licensing Services, (2006 – 2007)

- Managed insurance licensing for full-service clients
- Initiated new workflows, implemented client requests, handled time-sensitive materials
- Built strong relationships with potential and existing clients

### **Education**

**City College, CUNY (NY, NY):** continuing education in Mathematics, 2014

- Coursework in linear algebra and applied statistics

**The Graduate Center, CUNY (NY, NY):** MPhil in Sociology, 2010; PhD in Sociology, 2014

- Coursework and research in Digital Humanities, focus on modeling long-term trends over various media
- Conducted research both nationally and internationally (Spain, Italy, United Kingdom)
- Passed written and oral exams with distinction

**Pennsylvania State University (University Park, PA):** BS in Sociology, 2006

- Emphasis on statistical analysis of anthropological data via extensive coursework in science and engineering
- Graduated cum laude
- Minor in Mathematics

### **Computer Skills**

Novell Certified Network Administrator, 2003

Familiarity with C, C++, Java, Mathematica, MATLAB, HTML, WordPress

Proficient with Office and Adobe products

### **Additional Information**

Reading knowledge of Spanish and Italian

Eagle Scout, 2002