CAROLYN SHAFFER

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SUMMARY

Data Analyst with a deep interest in and passion for all aspects of quality and reliable data analysis. Skills and experiences cover a range of processes from data cleaning to data visualization for the purpose of making informed and virtuous decisions and policies.

TECHNICAL SKILLS

Tools: Python Pandas, PostgreSQL, Windows command prompt, Jupyter Notebook, RStudio, VS Code, Anaconda Navigator, GitHub, AWE cloud storage, Tableau, Excel 365

Skills: Communication, technical writing and editing, organization, analysis, data visualization, time and budget management, leadership, metadata, understanding and adherence to technical standards and policies

PROJECTS

World Weather Analysis | **Link to GitHub**
[https://github.com/CaroShaf/World_Weather_Analysis]
- Weather analysis for travel to select destinations based on user preferences
- Creation of lat/long database, demonstration of API call and mapping of results
- Python 3.7.9, Pandas library, Jupyter Notebook, Conda Python environment, Excel 365 (to view CSV files), CitiPy, Numpy, Matplotlib, openweathermap API, Google maps and places (gmaps), and Directions APIs, Requests library

MechaCar Statistical Analysis | **Link to GitHub**
[https://github.com/CaroShaf/MechaCar_Statistical_Analysis]
- Statistical analysis of suspension coils, study design for competitive comparisons
- R coding, statistical analysis, technical reporting
- R / RScript

Bike Sharing | Link to Tableau Public
[https://public.tableau.com/app/profile/carolyn.shaffer/viz/DesMoinesBikes/DMStory]
- Analysis of bike sharing data in NYC, proposal of bike sharing project in Des Moines, IA
- Cleaning data, data visualization presentation
- Python 3.7.9, Pandas library, Tableau Public

EXPERIENCE

Library Director   **2007-2021**
Black Earth Public Library   **Black Earth, WI**
Executive director working with Library Board and Village Board
Key Accomplishments:
- Created and archived accurate, clear and timely digital monthly and annual reports in accordance with legal requirements using Drupal and Excel
- Managed and implemented all phases of cataloging and metadata of library materials in consortium database
- Served as troubleshooter and maintainer of all IT devices from laptops to photocopiers to ensure efficient operations

- Served as scheduler and facilitator of monthly objectives-based board meetings and staff meetings to advance the mission of the library
- Collected data for analysis on all aspects of services and operations and reported to boards and county, system and state agencies
- Authored and administered multiple successful grants for well-attended programs including Ho-Chunk Nation, mental illness stigma, anti-racism, Black Hawk wars
- Scheduled facilities maintenance for cleanliness, tidiness and safety

Court Clerk   **2017-2021**
Joint Municipal Court of Black Earth & Mazomanie   **Black Earth, WI**
Solely responsible for creating and archiving all court correspondence and records including:
- Prepared financial records for payment of fines for state, county and local municipality
- Created court dockets for scheduling court and trial appearances of defendants, prosecution, attorneys, police officers and witnesses
- Reported adjudications and payment of fines to other government agencies

Key Accomplishments:
- Provided accurate and timely information to the Judge
- Optimized productivity by migrating to new court software which reduced staff hourly wage costs by half
- Trained new staff in new software and procedures

Archivist (Volunteer)   **2017-**
present
Black Earth Historical Society   **Black Earth, WI**
Working with other volunteers, create and keep records of gifts and objects in archives/museum

Key Accomplishments:
- Prepare materials and create metadata and archival copies of digital resources for national database, Recollection Wisconsin (Digital Public Library of America (DPLA))
  https://recollectionwisconsin.org/institutions/black-earth-historical-society

OTHER RELEVANT EXPERIENCES

Trace Research Center and Wendt Engineering Library (University of Wisconsin-Madison) 6 years experience **-** Technical writing, document control functions, web accessibility, instructor of technical literature course, reference services, direct support with contracts to CEO

EDUCATION

Data Bootcamp Certificate: University of Wisconsin-Extended Campus, Madison, WI (2021) A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning

Coursera Certificate: University of Illinois, Urbana-Champaign, IL (2020)
Race and Cultural Diversity in American Life and History

Bachelor of Fine Arts (BFA in Illustration): Milwaukee Institute of Art & Design,
 Milwaukee, WI

Master of Library and Information Science (MLIS): University of Illinois,
Urbana-Champaign, IL

Master of Science in Electrical Engineering (MSEE): University of Illinois,
Urbana-Champaign, IL

Bachelor of Science in Electrical Engineering (BSEE): University of Illinois,

Urbana-Champaign, IL