Allison B

PROFESSIONAL SUMMARY

Detail-oriented professional with experience in statistics, R, data analysis, documentation, records management, technology, training, skilled at organizing information, supporting team efforts, following complex processes, and communicating clearly with a wide range of people. Known for a strong work ethic, adaptability, and the ability to work effectively across office, educational, and production settings.

CORE SKILLS

- Documentation and Record Management
- Data Analysis and Digital Systems
- R, Microsoft Word, Excel, PowerPoint, Outlook, Teams
- Process Coordination and Compliance
- Written Communication
- Training and Instruction
- Attention to Detail and Quality Control
- Time Management and Organization

PROFESSIONAL EXPERIENCE

Graduate Research Assistant 2023–current
University of Kansas– Lawrence, KS

- Assisted senior faculty with assigned social science research tasks
- Collaborated with students on research design and implementation
- Conducted statistical analyses on community data lab projects and projects for outside agencies
- Prepared written reports, proposals, and standardized documentation
- Designed, developed, and maintained datasets for various projects
- Followed institutional policies, handling protocols, and compliance standards

Program & Records Support 2021-2023
Intern Spencer Museum of Art – Lawrence, KS

- Supported staff with documentation, record maintenance, and digital file organization
- Created and managed a large digital archive for an externally funded project
- Entered and verified detailed records in collection management databases
- Prepared written reports, proposals, and standardized documentation
- Assisted with inventory control, storage assessments, and workflow organization
- Followed institutional policies, handling protocols, and compliance standards

PC Tech Support 2019–2021

Lone Star College– Houston, TX

- Provided PC and software support for instructors and campus staff
- Trained and assisted users in troubleshooting applications
- Installed and configured phones, printers, and other devices
- Documented help tickets and resolution using in-house ticketing systems

Language Arts Teacher 2014–2017
Houston Independent School District – Houston, TX

- Delivered instruction in reading and writing to middle school students
- Managed classrooms of 100+ students per term
- Developed lesson plans, assessments, and instructional materials
- Used digital tools and educational technology to support learning
- Communicated clearly with students, families, and school staff

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EDUCATION

Graduate Certificate Coursework, Applied Statistics (in progress)
University of Kansas

PhD Coursework, American Studies (in progress, ABD status)
University of Kansas

Master of Arts, Museum Studies
University of Kansas

Bachelor of Arts, Anthropology
University of North Texas

Associated of Applied Science, Computer Networking (Cisco)
Lone Star College

CERTIFICATIONS & TRAINING

- Data Science Community Lab at KU
- Basics of Archives – American Association for State and Local History
- Collections Management – American Association for State and Local History

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HONORS

- Chancellor's Doctoral Fellowship, University of Kansas
- Graduate Student Award, Spencer Museum of Art