

Math T. Matics

Atlanta, GA ▪ 404-897-1234 ▪ mmetics1@my.westga.edu

SUMMARY OF QUALIFICATIONS

Recent University of West Georgia graduate with a degree in Mathematics. Strong analytic skills, experience working in corporate and education setting. Proven record of effectively managing and educating a diverse population. Punctual, responsible, and quick to learn new skills and procedures.

EDUCATION

University of West Georgia, Carrollton, GA
Bachelor of Science in Mathematics (GPA 3.4)

May 2017

RELEVANT EXPERIENCE

Office of Personnel Management, Bureau of the Census, Atlanta, GA

Statistician

May 2017 – Present

- Designs and analyzes data from a broad range of economic, demographic, and sociological surveys and studies, including the Decennial Census of Population
- Participates in and manages the full range of data collection, analysis, and data dissemination activities and functions of the Bureau
- Develops survey and study specifications and procedures, assist in data collection operations, develop and design survey questionnaires, analyze and evaluate data, develop official U.S. Government statistics, and disseminate study results through written publications and oral presentations
- Provides factual basis for Federal and State Government decisions on economic, demographic, and sociological issues

TEACHING EXPERIENCE

University of West Georgia, Center for Academic Success, Carrollton, GA

Mathematics Tutor

January 2016 – December 2016

- Instructed struggling students in College Algebra and other core level mathematics classes to increase their understanding of basic mathematical concepts
- Attended quarterly professional development seminars to enhance tutoring skills
- Recorded and updated class performance for 20-30 students per semester in SSC

University of West Georgia, Upward Bound, Carrollton, GA

Instructor

Summer 2016

- Coached 18 high school junior and senior students on the principles of policy debate
- Recorded and gave constructive feedback on students' presentation performance
- Coordinated a debate tournament, culminating in an awarded scholarship for top performers

University of West Georgia, Mathematics Department, Carrollton, GA

Teaching Assistant

August 2015 – May 2016

- Assisted professor with class lectures on Calculus I & II for 40+ students at all levels
- Supported professor with grading and administering assignments

HONORS

City of Atlanta Mathematics Congress Top Scholar 2016

Kappa Ma Epsilon Honor Society

Presidential Scholarship 2015