

Terri John | Data Scientist
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I am an inquisitive problem-solver with significant international and governmental experience that I bring to my role as a data scientist. I enjoy exploring data to uncover insights and find creative solutions.

SKILLS

Coding and Data Visualization: Python, Pandas, NumPy, ScikitLearn, SQL, SciPy, Matplotlib, Seaborn, PySpark

Machine Learning: Regression, Classification, Natural Language Processing (NLP), StatsModels, Neural Networks, TensorFlow-Keras

Other Tools: GitHub, Streamlit, Microsoft Office Specialist Certification, Google Suite

Language: Italian (intermediate), Portuguese (intermediate), Spanish (intermediate), Danish (basic)

EXPERIENCE

General Assembly

Data Science Immersive Fellow

Remote

Sept-Dec 2021

- Working with Python in Jupyter Lab, collected, extracted, queried, cleaned, and aggregated data for analysis.
- Gathered, stored, and organized data using SQL and GitHub.
- Performed visual and statistical analysis on data using Python, Pandas, and associated libraries and tools.
- Built a multiple linear regression model to predict housing prices based on various features.
- Used Python and Pandas to analyze SAT and ACT nationwide data.
- Built NLP Classification Model to discern language between two subreddits.
- Working with a team of data scientists, developed a recommender system for microloan crowdsourcing.
- Coordinated with a team to train a convolutional neural net for multiclass image classification during a 1 day Hackathon.
- Developed binary and multiclass classification models to predict violence during protests.

U.S. Department of State

Office Management Specialist

Multiple Locations

September 2016-August 2021

- I supported the Regional Security Office and the Ambassador's office at the U.S. Embassy in Kazakhstan for two years. Upon departing Kazakhstan, I spent several months in language and professional development training in Washington, D.C. before relocating to Milan, Italy to manage the Regional Security Office and office of the Consul General at U.S. Consulate General Milan.
- Managed security-related programs and managed and tracked progress on various projects in order to ensure compliance with US Government/Department of State requirements.
- Drafted and edited documents, including policies, security related notices, cables, a weekly newsletter, handbooks, and various Standard Operating Procedure manuals.
- Managed the office schedule and calendars for senior officers and coordinated building access for all incoming visitors.
- Managed security related programs, including a Crisis Management Exercise and various trainings.
- Supervised protocol assistants and locally engaged staff members.
- Supported the transition to a primarily telework posture at the US Consulate General Milan - the first region to be heavily impacted by the COVID19 crisis outside of China.
- Enthusiastically guided my office and coworkers through a transition to a new, cloud-based file sharing system.
- Managed the language study program at US Consulate General Milan, including management of the budget, purchase orders, receiving reports, and student enrollment and scheduling.
- Active Top Secret Security Clearance.

Gorilla Logic, Inc.

Boulder, CO

Office Manager/Executive Assistant

Apr 2013-September 2016

- Served as executive assistant at a thriving software consulting company. Coordinated meetings/travel for the company CEO, CFO, and VP. Worked closely with the CEO while maintaining strict confidentiality.
- Accounting Assistant: I compiled reports, processed invoices, corrected invoice inquiries and assisted with monthly financial reporting.
- Human Resources assistant: Coordinated company benefits and onboarding of new hires, tracked PTO, maintained HR records, and served as main point of contact for all employees and contractors.
- Project Administration: Tracked project budgets and renewals, communicated with clients regarding paperwork and budgets, proofread and corrected outgoing contracts, provided financial reporting, checked timesheets for accuracy.
- Maintained office space: coordinated with vendors and researched options for building maintenance and updates.
- Implemented a wide variety of projects as needed, including a company-wide cost savings initiative.
- Coordinated with international company branch in Costa Rica.
- Worked closely with the marketing department, including coordination of SEO/social media/website design.
- Event planning, including company holiday party and various marketing events.

Natural Language Institute

Brasilia, Brazil

Teacher

Jan 2010-May 2011; January 2012-December 2012

- Organized and developed lesson plans based on specific class/student needs, and gauged student progress.
- Planned and carried out school events for large groups (55+ attendees) and assisted with other school projects.

YMCA of the Rockies

Estes Park, CO

Human Resources Assistant

June 2011-December 2011

Program Administrator

Summers 2004-2009

- Guided potential employees through the application process and completed paperwork with new hires.
- Confidentially maintained employee files, ensuring that documentation was in compliance with federal regulations.
- Prepared twice monthly payroll for 400-700 seasonal and year round employees.

Office of Senator Richard J. Durbin

Washington, D.C.

Intern

Jan 2009-Apr 2009

- Completed deadline-sensitive research on a wide variety of topics, responded to constituent mail and telephone calls, and attended and reported on various briefings and hearings.

Amnesty International

Washington, D.C.

Intern

Aug 2008-Dec 2009

- Designed a survey in order to improve available resources and assisted with website maintenance.
- Managed correspondence with Amnesty clubs and responded to information requests.
- Planned, organized, and carried out the AIUSA tent for an event on the National Mall.

RMR Academie d'Idiomes

Torello, Spain

Teacher

Aug 2007-Apr 2008

- Designed and carried out lesson plans, including preparing students for proficiency exams.

EDUCATION

Data Science Immersive: General Assembly: Certificate of Completion

Sept-Dec 2021

Bachelor of Arts, Monmouth College, Monmouth, IL: Sociology/Anthropology - International Studies - Spanish May 2007