

CAROLINE KELLER'S RÉSUMÉ

RELEVANT EXPERIENCE

Written and Oral Communication

- Extensively researched and composed a published report on the gender pay gap at a national and state level for the VT Dept. of Labor, in addition to using a variety of platforms to express ideas effectively
- Collaborated with fellow labor market analyst to design and distribute a statewide survey of approx. 4,000 employers
- Edited Economic and Labor Market Information Division newsletters and reports, and designed and formatted job fair posters
- Preserved the bipartisan narrative of the VT Dept. of Labor while preparing a report regarding a controversial issue
- Regularly consulted with external sources (e.g. employers, researchers, and legal team) to confirm expectations, validate data, and integrate outside perspectives

Research and Information Management

- Managed VT Works for Women's database, developing data collection tools and reports to support program improvement
- Interpreted (analyzed, coded, and uploaded) employment data collected through a biannual survey to determine how confidential, employer-provided data translated into publicly-usable data for job seekers
- Performed statistical analyses of survey data using Excel/SPSS and developed related visuals for a legislative-mandated report
- Collated information obtained from legislative meetings on Google Docs and presented material to monthly VCW meetings
- Compiled and formatted data extracted from large datasets into user-friendly visuals for handouts and presentations
- Maintained organized and detailed notes of every step of data intake and analysis process for quality control and future analysts, in addition to cataloguing original data and correspondences with data providers

Leadership and Interpersonal Skills

- Designed lesson plans and solely instructed a class of 20 students in a mandatory weekly introduction to macroeconomics, helping to boost student's performance on exams by an average of 20%
- Managed Occupational Employment Statistics (OES) program for 5 months during lead analyst's absence
- Took initiative to train new floor staff on service expectations and restaurant protocol
- Established a rapport with drop-in appointments ranging from students with disabilities to international students; patient and effective working with a wide range of personalities
- Volunteered to table events and lead workshops, engaging job seekers and event attendees about labor market information

Strategic Thinking and Problem Solving

- Quickly adapted to learn OES program during a period of personnel change; reduced schedule backlog by 4% within 3 weeks of starting position
- Identified and shared ways to streamline data intake and improve data quality with program supervisor and federal partners
- Evaluated how to effectively attain the most accurate wage and occupational employment information with given resources and time, while minimizing employers' administrative burden
- Swiftly assessed needs of students and Burlington residents and developed creative strategies to direct tutoring sessions
- Discerned between surface-level (i.e. grammar, formatting) and deeper, fundamental issues (i.e. content and structure), and prioritized concerns to help students write better papers and become better writers

EMPLOYMENT HISTORY

Feb 2019 – Current	Data, Evaluation, & Program Coordinator	VT Works for Women, Winooski, VT
Jun 2016 – Jan 2019	Labor Market Research Analyst	VT Dept. of Labor, Montpelier, VT
Jun 2015 – Jun 2016	Floor Manager	Tiny Thai Restaurant, Winooski, VT
Jan 2016 – May 2016	Legislative Intern	VT Commission on Women, Montpelier, VT
May 2015 – Sep 2015	Community Outreach Intern	Homeward Bound Collective, Burlington, VT
Jun 2014 – Aug 2014	Counter Associate	Bruegger's Bagels, Burlington, VT
Aug 2014 – May 2016	Writing Center Tutor	University of Vermont, Burlington, VT
Aug 2014 – Dec 2014	Economic Recitation Leader	University of Vermont, Burlington, VT
Jun 2014 – Aug 2014	Social Enterprise Intern	VT Works for Women, Winooski, VT

EDUCATION

University of Vermont, May 2016

B.A in Economics

Minors in Community and International Development & Women's and Gender Studies

VOLUNTEER/ACTIVITIES

City Market Member Worker

City Market Seedling Grant Committee Member

City Market Board Member

Change the Story VT Ambassador

Former UVM Snowboard Team Member

Former WRUV DJ