

Deborah Wilson

EDUCATION

- **Associates in Applied Sciences**, Pierpont Community & Technical College, 2012

SPECIALIZED SKILLS

Microsoft Office	Word, Excel, Power Point and ACCESS
Operating Systems:	Windows
Database software:	Oracle Discoverer+
Desktop publishing:	Adobe Photoshop, Simply 3D, Adobe Illustrator, Map Viewer,
Web Designing:	Microsoft Frontpage
Miscellaneous:	Adobe Acrobat, PDF Converter, Adobe Pagemaker

PROFESSIONAL EXPERIENCE

2008 - Present: Research Analyst/Data Coordinator, Institutional Research, West Virginia University

- Work with Oracle Discoverer to produce statistical information for ad hoc requests, Dashboard Indicators (Data Warehouse), and State and Federal reporting.
- Loading verified documents to the IDEAS Dashboard (Data Warehouse), maintaining its highly structured order, or executing hierarchy modifications then removing or replacing obsolete reports.
- Coordinates the participation of the university in widely distributed national surveys such as US News, Princeton Review, etc. for WVU and WVUIT, and multi-institutional data exchanges, such as the Southern University by using the University Data Warehouse, IDEAS queries, Internal Resources, Websites, etc.
- Constructing graphs and charts of institutional data, particularly the display of trend patterns.
- Maintaining an archive of WVU history and long term institutional data documents
- Completing IPEDS Institutional Characteristics report for WVU and WUIT, and to assist in the verification of data prepared for other mandatory submissions to official regulatory agencies which include federal reports for accreditation and financial aid.
- Maintaining and incorporating modifications to the Academic Accreditation listing, and the University's Curriculum Matrix, the repository of official academic offerings and associated CIP and major codes.
- Responded to the various college guides and coordinated the ones to be completed by other offices which had specific information for the surveys.
- Researched and then maintained the WVU History and long term institutional data documents.

2004 - 2008: Database Technician II, Institutional Research, West Virginia University

- Work with Oracle Discoverer to produce statistical information for ad hoc requests, Dashboard Indicators, and State and Federal reporting.
- Use knowledge of the web to gather data/information for ad hoc requests, annual publications, WVU's comparative peers, and various reports.
- Responds to the various College Guides through the year pertaining to data on West Virginia University.
- Coordinates and processes the annual SUG/SREB Summary Survey and other annual peer data exchange reports.
- Prepares reports and statistical tables/graphs in response to ad hoc request. Responds to requests for statistical information, composes routine memoranda requesting information or responding to routine inquiries.
- Develop/maintain databases to maintain statistical information about the University operational levels. These databases provide for a quick and appropriate response to administrative requests.
- Work with confidential information dealing with student information and employee salaries.

1999 - 2004: Database Technician II/I.R. Assistant, Institutional Analysis and Planning, West Virginia University

- Publications: the West Virginia University Statistical Profiles, IAP Information Series, Social Justice Data Book and other publications both in printed form and for publication on the West Virginia University World Wide Web.
- Coordinates and processes the annual SUG/SREB Summary Survey and other annual peer data exchange reports.
- Monitors and updates IAP's Web sites in order to maintain a current and accurate unit Web presence and appropriate links to other Web locations and intranet.
- Prepares reports and statistical tables/graphs in responses to ad hoc request. Responds to requests for statistical information, composes routine memoranda requesting information or responding to routine inquiries.
- Develop/maintain databases to maintain statistical information about the University operational levels. These databases provide for a quick and appropriate response to administrative requests.
- Use knowledge of the web to gather data/information for ad hoc requests, annual publications, WVU's comparative peers, and various reports. Also, to use the web to update various projects that has gone the route of the Internet instead of using paper (examples: IPEDS, various College Guides).
- Work with confidential information dealing with student information and employee salaries.

1999 - 2000: Competitive Analyst (Part-Time), NewsGrade.com

- Provide qualitative and quantitative analysis of web sites that are or might become competition to NewsGrade.com, Inc.
- This process includes the definition and development of an analytical survey, data collection by browsing and evaluating the competitive web sites and summarization and presentation of the results.
- The ongoing process insures the uniform treatment of the qualitative data and provides ongoing trends in the web site market NewsGrade.com competes.

1995 - 2000: Partner and Production Specialist, The Sunspot, Ltd.

- Process and develop the weekly update of information for this regional news and information source.
- Develop graphics and initiate design of World Wide Web pages for weekly publication in The Sunspot.
- Advise and construct online brochures for companies interested in a World Wide Web Presence.
- Consult with and advise associates about the implementation of World Wide Web software and communication needs.

1987 - 1999: Project Assistant and Data Technician, Institutional Analysis and Planning, West Virginia University

- Publication of the West Virginia University Statistical Profiles both in printed form and for publication on the West Virginia University World Wide Web.
- Processing and creation of administrative information reports utilized by the President and his highest advisors about the operational levels of the University.
- Develop databases to maintain statistical information about the University operational levels. These databases provide for a quick and appropriate response to administrative requests.
- Develop and maintain library and other paper information such that it is readily available for qualitative and quantitative analyses.
- Develop and maintain a library of electronic information both on the World Wide Web and other forms of electronic media.
- Responds to requests for statistical information, composes routine memoranda requesting information or responding to routine inquiries.
- Work with confidential information dealing with student information and employee salaries.

4/1985 – 6/1985: Office Manager and Secretary III, Institutional Analysis and Planning, West Virginia University

- Office budget - paychecks; ordering of supplies, books, equipment, etc.; set up meetings for office staff; attended meetings pertaining to the WVU and Office Policies/Procedures.
- Continued Secretary III duties as well as Office Manager duties.

1982 – 3/1985: Secretary III, Institutional Analysis and Planning, West Virginia University

- Assistance with the development and formatting of survey instruments;
- Coordination of bulk survey mailings and other related data collection procedures;
- Data entry, compilation, and verification related to computer data analysis; development and maintenance of research literature library;
- Assistance with the preparation of analytical reports/information;
- Maintenance of computer and written project files;
- Maintenance of routine project/system operation;
- Typing correspondence, survey questionnaires, research reports, professional papers submitted for publication, and map and graph construction;
- Handling incoming telephone calls for a staff of eight;
- Assembling data and typing statistical charts for WVU's annual Statistical Profiles and brochure publications, supervising five work-study students;
- Computer key punching for research reports;
- Cataloging for the Institutional Research Library.

1978 – 1982: Secretary II, Institutional Research/Institutional Analysis and Planning, West Virginia University

- Typing correspondence, survey questionnaires, research reports, professional papers submitted for publication, and map and graph construction;
- Handling incoming telephone calls for a staff of eight
- Assembling data and typing statistical charts for WVU's annual Statistical Profiles and brochure publications;
- Supervision of five work study students;
- Computer key punching for research reports;
- Cataloging for the Institutional Research Library.

1977 – 1978: Clerk IV, University Bookstore, West Virginia University

- Monitoring payment of invoices for merchandise such as supplies, books, freight bills, intra-university requisitions, and external requisitions;
- Providing faculty/staff with reports on the status of book orders;
- Training new employees;
- Stocking and marking books;
- Inventory;
- Key operator for copy machine;
- Light typing;
- Check cashing service for students and employees;
- Calculating book prices.

1975 – 1977: Clerk III, University Bookstore, West Virginia University

- Maintained files of all purchase orders/invoices.
- Sent out back order notices to customers.
- Key operator of the copy machine.
- Various other duties, (inventory, checking in merchandize, working the floor, trained new people)

PROFESSIONAL AND VOLUNTEER ORGANIZATIONS/ACTIVITIES

- Association for Institutional Research
- Conference Chairperson - Mailing Subcommittee; "Focus on Women and Health: Taking Care and Taking Charge". West Virginia University, 1982. Coordination and supervision of Conference material distribution and related bulk mailings.
- Conference Administrative Assistant - Fourth Annual Communication, Language and Gender Conference, Morgantown, West Virginia, October, 1981. Assistance in planning, hosting, and coordinating all conference activities, i.e., invitations, program presentations, program abstract collection, acquisition of supplies, handling registrations, and overseeing budget income and expenditures.
- WVU-ACE Web site support. Updated the WVU-ACE Union Web site until they discontinued it.
- Fairmont West Virginia Post 7048 Veterans of Foreign Wars - Provide support to the Women's auxiliary in fund raising activities and community activities.