PAIGE-ERIN WHEELER

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SUMMARY

A diligent and detail-oriented data analyst with extensive experience in data visualization, statistical analysis, project management, database design, reporting, and process automation. Proven track record of conducting complex quantitative analyses, developing reporting templates, and delivering actionable insights to stakeholders. Recognized for building efficient processes and streamlining operations across academic and professional environments. Leverages exemplary leadership, analytical, organizational, and communication skills to enhance decision making, operational efficiency, and data accuracy while maintaining the highest standards of quality and compliance.

EXPERIENCE

TRELLIS STRATEGIES, St. Paul, Minnesota
Data Analyst, 2024–2025

- Conducted end-to-end quantitative analysis: data organization, statistical analysis (logistic and linear mixed effects modeling, chi-squared tests, tests for normality, one- and two-tailed t-tests, basic descriptive statistics) data visualization, writing, editing, and report formatting.
- Created public-facing reports and presented results to university stakeholders unfamiliar with research methodology.
- Collaborated on cross-functional teams to develop research projects, maintain data integrity and security, and effectively communicate research insights and outcomes.
- Developed project management workflows and provided administrative support to team, including taking over three regular administrative tasks within six months of hire.
- Researched alternative statistical methodologies and data sources and self-taught SAS, SQL, and relational database design to meet evolving needs.
- Designed templates to automate production of standard reports, saving ~20 hours of work per report.
- Produced and edited reports on short timelines; generated multiple reports within 24 hours of request.
- Research projects focused on student workforce outcomes, enrollment, student success/retention programs, and financial literacy, with a focus on using public data (e.g., IPEDS, College Scorecard, ACS, O*Net, BLS and state labor data) to deliver institution-specific insights.

UNIVERSITY OF TEXAS AT AUSTIN DEPARTMENT OF LINGUISTICS, Austin, Texas
Project Coordinator, 2017–2024

- CCreated, managed, and analyzed database of ~15,000 observations, resulting in two conference presentations and three quantitative studies.
- Documented participant consent and personal information in compliance with Institutional Review Board requirements.
- Self-taught R and used it to complete data visualization and statistical analyses.
- Wrote and managed two federal grants; responsible for all aspects of grant life-cycle, including proposal, budget, purchasing, annual reporting, budget amendments, and coordinating with other university units involved in grant administration.
- Independently recruited and trained three undergraduate researchers to assist with repetitive data coding tasks.

UNIVERSITY OF TEXAS AT AUSTIN, Austin, Texas
Curriculum Designer and Instructor of Record, 2017–2023 (concurrent)

- Taught eight undergraduate courses and one graduate course; responsibilities included curriculum development, three hours of lecture per week, one-on-one tutoring, feedback, and supervising assistants.

- Presented in graduate courses about information accessibility, alternative grading, and effective lecturing.
- Drove iterative improvements in course content and organization based on department-wide curricular requirements.
- Designed hybrid and fully online course materials, including video lectures, quizzes, asynchronous discussions, polls, and student-selected assignment formats (reflection videos, student mini-lectures, etc.).
- Presented teaching outcomes in competitive showcase and received award for teaching excellence.

UNIVERSITY OF TEXAS AT AUSTIN GRADUATE STUDENT ASSEMBLY, Austin, Texas
President, 2018–2023

- Recruited and led team of 12 in planning events, advocating for students with university administrators, and allocating over $9,000 in funding for student organizations and $10,000 in scholarships.
- Worked with university staff and leadership team to administer budget of over $40,000, and held responsibility for ordering, coordinating, and logging weekly purchases.
- Organized first social event formally linked to Graduate Student Orientation, which had several hundred attendees, and coordinated with orientation staff to present Q&A panel focused on organization's activities.
- Recruited over 40 graduate students to fill seats on university-wide committees, led team in organizing 11 events, and drove increase of over 200% in graduate student turnout to campus elections.
- Attended at least two meetings per week with university administrators, alongside full-time teaching and research load.

DE GRUYTER MOUTON PUBLISHING, Berlin, Germany (Remote)
Editing Assistant, 2020–2022 (concurrent)

- Copy-edited 30 chapters of *The Handbook of Amazonian Languages* (vols. 1 & 2).
- Responsible for developing and documenting volume-wide formatting and usage standards, ensured prescriptive English use, and edited prose for style and clarity when requested.
- Coordinated communication between editors and authors to advance chapters through publishing process simultaneously.
- Provided 24–48-hour turnaround on drafts of multiple chapters simultaneously to meet publishing deadlines.

NORTHWEST IMMIGRANT RIGHTS PROJECT, Seattle, Washington
Children and Youth Intake Coordinator, 2016–2017

- Served as first point of contact for new potential clients, managing an intake wait-list of at least 20 cases, prioritizing those with imminent deadlines (e.g., upcoming court dates).
- Conducted confidential intake interviews with children ages six to 20 and their guardians, which included discussion of sensitive topics (e.g., family violence, sexual assault, ethnic discrimination, basic needs insecurity).
- Guided applicants through citizenship and DACA applications, including on-the-spot translation, clear description of immigration process, and interpretation for attorneys.
- Generated thorough written and oral case summaries, presented them to staff attorneys, and assisted in triage to determine which cases to take in-house and which to refer. Managed pro bono referral process.

EDUCATION

UNIVERSITY OF TEXAS AT AUSTIN, Austin, Texas, **Ph.D., Linguistics**
UNIVERSITY OF TEXAS AT AUSTIN, Austin, Texas, **M.A., Linguistics**
GRINNELL COLLEGE, Grinnell, Iowa, **B.A., Spanish, Minor in Linguistics**

LANGUAGES

Fluent in English and Spanish

TECHNICAL SKILLS

Microsoft Office Suite, GSuite, R, SAS, SQL, C++, HTML / CSS, NVivo, LaTeX, Canvas