

# JOB AD

## Social Scientist Consulting Institute

The consultant role will lead and work on a team of analysts and senior consultants. Goals will include leading large survey projects by deadline. In addition, the consultant will be a direct contact for local markets. Role will be approximately 50% time on business development and 50% on management of survey projects.

### Performance Objectives:

#### Clients/Financial/Quality Assurance

- Contribute toward successfully managing projects and teams to drive client satisfaction and retention directly through high-quality, deadline driven work. Create and develop new client relationships
- Be an active member of a team of consultants and train new junior associates
- Manage projects and submit by deadline for stakeholders
- Ensure high quality is maintained on all projects by ensuring all team members comply with internal quality assurance steps

### Job Requirements

#### Minimum Requirements

- 3 to 5 years of experience in project management and business development
- Ability to research and learn on a combination of advanced analytics and leading-edge technology to assist in interpreting results
- Experience as a social science practitioner, including in areas such as employee engagement, leadership alignment and performance, rewards optimization, culture alignment, workforce well-being, and safety culture
- Track record of success in building and maintaining client relationships on large projects
- Experience in managing multiple people and projects and producing quality deliverables on time and within budget
- Proven ability to recognize and diagnose issues, work in teams, and leverage the resources of other related practices to address client challenges
- Willingness to travel 30% of the time

#### Preferred Requirements

- Fluency in a second language is preferred but not required
- A post-graduate degree (i.e., Masters, PhD) in the humanities and or social/behavioral sciences

Discuss your work on teams during your doctoral studies. This could be with your research project (professors and other graduate students you might have collaborated with) or if your project included members of the community. In addition, if you were a part of any graduate student organization such as student government is another example of working on a team.

Deadlines are mentioned throughout this job description. Make sure you mentioned specific examples of how you are able to complete projects by the expected deadline.

Discuss all the different projects you've managed for your dissertation project. If you have professional experience outside of the academy you may all mentioned this information here. Teamwork is important for this role. Highlight your experiences with team work both inside and outside the academy.

Discuss your experiences training undergraduate and other graduate students.

You can use examples in your resume how you've worked with stakeholders both inside and outside of the university.

To meet the quality assurance needs for this posting you can speak to your attention to details in the resume

Use language of program management to discuss all the projects and programs you managed. If you don't have business development experience speak to how you developed any idea or program during your doctoral studies.

Discuss any analytical programs you use such as SAS. You can also discuss in the cover letter your experience and ability to learn new things during your training

Here you can speak to your work with your faculty members and collaborators. In addition, any community partners

Any budget management experience is good to explain

# RESUME

## Lupita Ramos

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### PROFESSIONAL SUMMARY

**Cultural Studies PhD Candidate** with over 7 years of experience in business development, program and project management including both surveys evaluations, research and program design. Expertise in both qualitative and quantitative research methods.

### SKILLS

- Project management
- Data Analysis
- Qualitative and quantitative research
- S.A.S and SPSS
- Strategic Planning
- Evaluation
- Business writing
- Database management
- Team player
- Business development
- Fluent in French; proficient in Spanish; basic knowledge of German and Russian

### EDUCATION

*PhD in Cultural Studies*, University of California, Davis, Expected December 2018

*MS in Sociology*, California State University, Los Angeles, June 2012

*BS in Ethnic Studies*, University of California, Riverside, June 2010

### PROFESSIONAL EXPERIENCE

#### Graduate Student Research

September 2013-present

Department of Culture Studies, University of California, Davis

- Co-directed and managed University of California study focused on the impact of outreach to underrepresented minorities' in economic disadvantage communities in Northern California.
- Served as a consultant on underrepresented student issues to University of California Office of the President
- Surveyed over 1000 community college, undergraduate and graduate students enrolled in higher education schools in Northern California.
- Analyzed both quantitative and qualitative evaluations and survey data using SAS
- Collaborated with various stakeholders in higher educations including University of California Office of the President, Chancellor of California State University, Admission offices, Student Affairs and Financial Aid to update on the status of program via in-person meetings and monthly electronic newsletters.
- Managed database of over 20,000 undergraduates files and generated reports to present to stakeholders in a deadline driven manner.
- Managed \$200,000 program budget that served a staff of 7 full-time and part-time employees for 5 years.
- Trained and supervised a team of 5 undergraduates to conduct assessments, evaluation and surveys at various colleges and university within the Northern California area.
- Submitted final report to University of California Office of the President on recommendation to recruitment, retain and support academic success of underrepresented minorities attending the University of California.

**Teacher Assistant Consultant**

September 2015-June 2016

Center for Educational Effectiveness, University of California, Davis

- Advised graduate students teaching assistances on presenting, communication, evaluation of student feedback, development of class participation.
- Coordinated and collaborated with faculty from different disciplines from social sciences to science on how to best support graduate teaching assistances.
- Planned, developed and facilitated 10 workshop series for 50 faculty and 100 graduate students on pedagogies teaching methods and best practices for teaching undergraduate students at a research one university.

**Education Programs Consultant Intern**

May 2014-October 2014

California Department of Education

- Worked on a team of 5 to provided support to senior advisors on federal and state grants regarding diversity and inclusion initiatives.
- Prepared, reviewed and submitted on time over 100 legislative proposals on focused on underrepresented minorities in K-12 education in Northern California in accordance with legislative cycle.

**Lead Instructor**

September 2013-June 2014

Department of Sociology, University of California, Davis

- Lectured upper division introduction to sociology undergraduate class of 200 students on introduction to sociology.
- Responsible for weekly office hours, grading, recording exams and 4 discussion sessions.
- Independently designed of new online course website and managed all online course assignments.

**LEADERSHIP EXPERIENCE****Graduate Assistant to the Chancellor and Vice Provost**

September 2017-June 2018

Office of Graduate Studies, University of California, Davis

- Served as Chair of Graduate and Professional Student Advisor board consisting of 5 graduate students and 5 medical students. Boards provided recommendation to upper university administrators and stakeholders within the community.
- Coordinated and collaborated with faculty from different disciplines from social sciences to science on how to best support and advocate for graduate student campus-wide concern from financial, academic, professional development and social justice issues.

**President**

September 2014-present

Business Development, Innovation and Entrepreneurship Club, University of California, Davis

- Served as a graduate student liaison and consultant between university and local Business Development Club of Sacramento.
- Spearheaded first annual Start-up business career fair with 20 companies from Northern California area. Career fairs resulted in internship opportunities for 10 graduate and undergraduate students.
- Organized workshops and trainings with invited speakers from local businesses to provided business skills and entrepreneurship thinking to undergraduate and graduate students and postdoctoral scholars.

# COVER LETTER

**Lupita Ramos**

Oakland, CA | 555-123-2034 | [lramos@gmail.com](mailto:lramos@gmail.com) | [linkedin.com/in/lramos](https://www.linkedin.com/in/lramos)

Dear Hiring Manager,

With a strong, focused interest in consulting, social sciences, team work and advancing projects forward in a fast pace environment I am very excited to apply for the Consultant role at the Social Scientist Consulting Institute. Over the course of my professional career I have developed a wealth of experience ranging from work as a consultant for higher education to industry, have experience in project and program management, research and business development. My unique and vast experiences as well as expertise in both industry and academia has offered me with a unique insight to apply for this position.

I understand what it means to move projects forward in a deadline drive fashion. As a PhD Candidate in Cultural Studies my projects was focused on the assessment and evaluation of underrepresented minorities in the University of California (UC) system. This was a multiple layer large projects that involved stakeholders across the State of California and individuals from all levels including upper administrators, faculty, staff, parents and students. For this project I lead a team of 7 students to survey students, analyzed data and submit reports with numerous collaborators to the UC Office of the President. For this project I served as a leader, engaged with people from different cultural backgrounds, keep the project on track in terms of goals and outcomes and managed a \$200,000 budget. In addition, I traveled throughout the State of California to present on research findings and outcomes. My experience in managing this project makes me a great fit at the Social Scientist Consulting Institute as I will be able to train incoming staff, move projects forward to meet deadline and provide my expertise in the social sciences.

My experience in business development comes from my role as President of the Business Development, Innovation and Entrepreneurship club at UC Davis. In this role I've had the opportunity engage individuals from industry and served as graduate student consultant and liaison for diversity and inclusion issues for the Sacramento Business Development Club. In the role I learned how to effectively communicate with individuals outside of the academy including industry and government agencies. As President of this club I was a part of the leadership team to launch the first Start-Up Career Fair that invited 20 companies to the campus with over 300 attendees to the event. Outcomes of this Career Fair resulted in internships and job placements for about 10 undergraduate and graduate students. My interest and curiosity in business development and ability to apply my social scientist training in a business atmosphere make me a unique candidate to serve as a consultant for the Social Scientist Consulting Institute. I will be able to leverage my business development skills in combination with my academic training to support the companies as an effective team member.

My knowledge in social sciences, experience as a consultant, and manager of a large project with various stakeholders makes me a strong fit for the Social Scientist Consulting Institute. I look forward to further communication and welcome the opportunity to further discuss my qualifications for this consultant position.

Sincerely,  
Lupita Ramos, M.S., Ph.D.