

Theresa K. Foster

Data Analyst, Project Management Professional

15 years experience in successful project management, administration, quality assurance and programme delivery in the USA and UK. Educated to Masters level in Data Analytics with particular focus on Data Visualization, Machine Learning, Natural Language Processing and Predictive Analytics. Passionate about building diverse and inclusive stakeholder relationships to develop data driven solutions.

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RELEVANT WORK EXPERIENCE

Data Project Officer

Stop The Traffik

11/2021 - Present

London, UK

Tasks

- Coordinate data sharing partnership projects in both private and public sector. Support the implementation of database administration, training and development to combat labour trafficking within the food industry in the UK. Provide assistance streamlining data infrastructure and workflows including automating data pipelines. Create interactive Power BI dashboards for stakeholder reporting. Improve data documentation, processes and procedures.

Programme Administrator

Oxford Brookes University

02/2021 - 07/2021

Oxford, UK

Tasks

- Managed programme clearance administration. Designed spreadsheet template to provide automated statistical reports against targets and support data collection and tracking from multiple sources.

Quality Officer

Oxford Brookes University

03/2019 - 12/2019

Tasks

- Provided quality assurance guidance and administrative support to faculty of the Humanities and Social Sciences department for BA and PG programmes.

Resettlement Project Coordinator

British Red Cross

08/2016 - 11/2018

Oxford, UK

Tasks

- Coordinated the planning, development, and delivery of the project contract with the local district government. Led on programme outcomes, safeguarding, budget management and quality assurance. Line managed over 30 volunteers.

Programme Coordinator

Tapestri, Inc.

05/2012 - 03/2013

Atlanta, USA

Quality Control Specialist

New American Pathways (formerly RRISA)

09/2009 - 12/2010

Atlanta, USA

Tasks

- Maintained program databases and supported multiple successful external audits at State and Federal level.

TECHNICAL SKILLS

R

Python

Machine Learning Classification

IBM Specialization in Data Science

Predictive Analytics

Statistical Modelling

Data cleaning

Data Visualization

Microsoft Office Suite

Database Management

SQL

Web scrapping

KPI Reporting and Analysis

Report writing

Project Design and Management

Power BI Dashboard

Quality Assurance

Data Protection Regulations (GDPR)

AWS

NLP

MASTERS DISSERTATION

Legal Judgement Prediction of Human Trafficking Criminal Prosecution Outcomes using Natural Language Processing (03/2021 - 09/2021)

EDUCATION

MSc Data Analytics

Oxford Brookes University (Oxford, UK)

09/2020 - 09/2021

Distinction

BA Sociology and French

Agnes Scott College (Decatur, GA)

09/2006 - 05/2010

3.5 GPA

High School Diploma

Roswell High School (Roswell, GA)

08/2002 - 05/2006

ORGANIZATIONS

Sanctuary Hosting, Ltd. (06/2015 - Present)

Founding Member, Trustee (<http://sanctuaryhosting.org/>)

LANGUAGES

English

Native or Bilingual Proficiency

Arabic

Limited Working Proficiency

French

Professional Working Proficiency

Spanish

Elementary Proficiency