

CARLY MAYES

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EDUCATION

- Rice University – Houston, TX – *Doctor of Philosophy, Political Science*, August 2020 (Expected)
- Oklahoma State University – Stillwater, OK – *Master of Arts, Political Science*, December 2011
- University of Oklahoma – Norman, OK – *Bachelor of Arts, Public Relations*, May 2008

SKILLS

Quantitative Skills: Linear Regression, Multivariate Modeling, Hierarchical Linear Models, Times Series Analysis, Bayesian Statistics, Survey & Laboratory Experiments

Computer Skills: R, Stata, LaTeX, MS Word, Excel, Powerpoint

Additional Skills: Management and Supervision, Training, Program Evaluation

RECENT PROFESSIONAL EXPERIENCE

RICE UNIVERSITY – Houston, TX

Original Graduate Research

- Designed and executed two original survey experiments using Qualtrics software to implement surveys and R statistical software to analyze results.
- Created original dataset from multiple sources, using web-scraping and other data management skills. Data analyzed in R.

Teaching Assistant to Dr. Rick Wilson (May 2018 – Dec. 2019) and *Dr. Michelle Torres* (Jan. 2020 – present)

- Collaborated with lead faculty (Dr. Rick Wilson) on the grant-funded redesign of curriculum for POLI 395: Introduction to Research Design.
- Wrote and produced short videos demonstrating how to analyze and visualize data in R. Videos can be found [here](#) on YouTube.
- Facilitated weekly lab sessions, including the creation and grading of all lab homework assignments.
- Assisted students in implementing their final research projects, focused on data management skills, data visualization skills, and oral and written communication skills.

LONE STAR COLLEGE – KINGWOOD, Kingwood, TX

Instructor (March 2014 – July 2016)

Tutor Coordinator (December 2013 – August 2015)

- Responsible for the creation of all lectures, in-class discussion activities, assignments and tests. Counseled students on an individual basis during office hours. Maintained online classroom environment.
- Piloted curriculum utilizing the Peer Led Team Learning (PLTL) in-class academic support model in Federal Government. Mentored the two PLTL leaders associated with course. (Spring and Fall 2015)
- Managed staff of over 25 part-time professional and student tutors. This included scheduling, training and providing support for HR processes (such as payroll and conflict resolution). Developed and implemented tutor training sessions.
- Served as main Learning Center contact for students with disabilities. Managed ADA accommodation forms and provided appropriate tutor support based on students' needs.
- Collaborated with faculty across campus to create and implement academic skill development workshops for students in specific degree and certificate programs, such as the Nursing and Occupational Therapy Assistant programs.

UNIVERSITY OF HOUSTON, DEPARTMENT OF UNDERGRADUATE SCHOLARS, Houston, TX

Program Coordinator 2 (April 2012 – December 2013)

- Developed the curriculum for the CORE 1101: College Success course, designed to increase retention of undeclared first time in college freshmen.

- Facilitated training for the department's instructional advising staff on the CORE 1101 curriculum, appropriate pedagogy, and the university's course management system.
- Lead Instructor, CORE 1101: College Success. Responsible for a total of 480 students during the 2012 and 2013 fall semesters. Advised students on course selection and processes required to transition to their major of choice.
- Redesigned training curriculum and facilitated training of student workers on new CORE 1101 curriculum and changes to their job requirements. Initiated the CRLA certification process for the Mentor and Tutor Program.
- Responsible for interviewing, hiring, and scheduling the Mentor and Tutor Team. Managed the work flow of all student workers in the program. Additionally, worked with several mentors one-on-one and provided guidance for their assigned projects inside and outside the classroom.
- Served as member of the department's Orientation Team by helping organize summer New Student Orientation sessions and delivering academic programming to incoming students. Implemented and assessed a program to ensure student compliance with university-wide initiative to increase use of the online myUH Academics Planner. (Summer 2012 and 2013)

REFERENCES

Dr. Leslie Schwindt-Bayer – schwindt@rice.edu

Dr. Rick Wilson – rkw@rice.edu

Dr. John Theis – john.j.theis@lonestar.edu