

# Clarissa Manning

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## Education

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LUSKIN SCHOOL OF PUBLIC AFFAIRS – UCLA

*Los Angeles, Ca*

- ♦ Master's in Public Policy – June, 2016

UNVIERSITY OF CALIFORNIA – LOS ANGELES

*Los Angeles, CA*

- ♦ Bachelor's Degree in Political Science – September, 2012

## Professional Experience

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DATA ANALYST – BOTECA ANALYSIS, LLC

*Los Angeles, CA*

*December, 2014 – Present*

- ♦ Interpret data, analyze results using statistical techniques in Excel and Stata and provide ongoing reports
- ♦ Filter and “clean” data, and review computer reports, printouts, and performance indicators to locate and correct code problems
- ♦ Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality

TECHNICAL SUPPORT – AERIES SOFTWARE

*Anaheim, CA*

*July, 2014 – July, 2016*

- ♦ Provide computer help desk support via telephone communications and e-mail with end-users of Aeries, a Microsoft SQL-based student information system.
- ♦ Provide direction to users in correcting errors in data to submit accurate records to CALPADS.
- ♦ Contribute to technical documentation, and produced technical memos for released products.

STUDENT INFORMATION COORDINATOR – APPLE VALLEY HIGH SCHOOL

*Apple Valley, CA*

*February, 2013 – June, 2014*

- ♦ Plan, organize, coordinate and maintain automated student information systems containing a variety of data related to registration, enrollment, scheduling, attendance, grades and scholarships
- ♦ Perform technical or statistical studies of Site or District needs, analyze data and prepare technical or statistical reports.
- ♦ Manage and support data systems associated with all aspects of student information and record systems, including Aeries
- ♦ Provide support to teachers and clerical staff in the use of the district student information system

ENROLLMENT AND I.T. ASSISTANT (SUB) – APPLE VALLEY UNIFIED SCHOOL DISTRICT

*Apple Valley, CA*

*August, 2012 – February, 2013*

- ♦ Update discipline, attendance, specialized programs, and school enrollment records in Aeries
- ♦ Enter and maintain new and returning student data from records provided by central enrollment
- ♦ Run district-wide queries in Access databases to determine students were appropriately placed
- ♦ Updating records in CALPADS through research in prior enrollment and program records
- ♦ Develop training guides for the maintenance of student data according to new laws and District policies

ADMINISTRATIVE ASSISTANT - TRIBAL LEARNING COMMUNITY & EDUCATION EXCHANGE

*Los Angeles, CA*

*January, 2012 – October, 2013*

- ♦ Created an online application and database to manage, on a quarterly basis, student scholarship applicants
- ♦ Communicate with students, professors, and local tribal members through email and telephone on behalf of the Director.
- ♦ Organize events by collaborating with various UCLA professors, guest speakers, entertainment companies, and catering services
- ♦ Manage travel arrangements and accommodations for guest speakers and graduate students

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## Volunteer Experience

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### NATIONAL MODEL UNITED NATIONS – New York, NY

*Assistant Director, Fall, 2010 – Spring, 2011; Director, Fall, 2011 – Spring, 2014; Under-Secretary-General, Fall 2015 - Present*

- ◆ Edit the working drafts of my team for content, grammar, and structure
- ◆ Develop training materials for new director's and assistant director's as needed
- ◆ Conduct research and compose multiple sections of the published background guide for students participating in the conference.
- ◆ Aid my Assistant in researching and writing her background guide topic.
- ◆ Evaluate students in my committee on their knowledge of the topics, role as diplomats for their given country, and knowledge of rules and procedures
- ◆ Answer questions from delegates and program advisors through email and in person. I successfully
- ◆ Direct a small committee of 60 students in 2011, a medium committee of 100 students in 2012, and a large committee over 350 students in 2013.
- ◆ Present pertinent information to the students as the conference progressed and facilitating the work of the body by editing their working papers on an ongoing basis.

### VICTOR VALLEY COLLEGE MODEL UNITED NATIONS – Victorville, CA

*Delegate, Fall, 2008 – Spring, 2010;*

- ◆ Conducted extensive research on topics in the fields of international law, international economics, education, racial tolerance, and international business from the perspective of a delegate from several countries.
- ◆ Led a team in fundraising roughly \$20,000 for the team to attend conference in New York City.
- ◆ Awarded with the "Outstanding Delegation" and "Outstanding Position Paper" at 2009 and 2010 conferences.
- ◆ As president of the program for the 2009/2010 school year, I raised funds and filed all necessary paperwork for the team to attend various conferences.

*Program Assistant Advisor, Fall, 2009 – Fall, 2012*

- ◆ Recruit, test, interview, and select students to attend various local and national conferences.
- ◆ Ensure all recruitment and selection practices are in accordance with College policies.
- ◆ Oversee the expenditures of the year to be sure the team's participation in each conference remains within the allotted budget.
- ◆ Teach students optimum research methods, rules of procedure for each conference they attend, and public speaking techniques.
- ◆ Evaluate team performance at multiple competitive academic conferences.
- ◆ Meet with representatives of various local businesses and corporations to secure grant funding.
- ◆ Plan and organize several financial workshops to fulfill the requirements of the grants.

## Publications

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- ◆ Background guides written for various committees simulated during the National Model United Nations Conference, NY, 2011 – 2015:
  - *Providing Protection to the Disabled Child*
  - *Targeting Religious Intolerance*
  - *Resource Scarcity and its Relation to Conflict*
  - *Crime Prevention and Criminal Justice Systems and Their Development in a Changing World*
- ◆ Reports assisted with alongside BOTEC Analysis
  - *Capitol City Crime Prevention Study: School Discipline and Youth Violence Reduction in Jackson*
  - *Faster and Cheaper: How Ride-Sourcing Fills a Gap in Low-Income Los Angeles Neighborhoods*
  - *Uber v. Taxi in Brooklyn and Queens: Twice as Fast but no Cheaper*