

Andrea J. Houston

EDUCATION

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| 2002 | M.A., International Studies; Emphasis: Foreign Policy
Old Dominion University |
| 1997 | B.A., Political Science
Hampton University |
| 2018 | Bellarmino University
Statistics Course (Work Related) |

US Department of Commerce, Jeffersonville, IN

November 2018 - Present

Post-Enumeration Survey (PES) Lead Analyst Grade 12

- Apply statistical techniques and methods in performing project-related activities routinely on various phase of the PES Operations and stages in a timely manner. The following operations include clerical matching, person matching, clerical geocoding and residence status coding
- Create knowledge checks and procedural techniques to help train new analyst
- Train new technicians and analysts on technical procedures and techniques to conduct the work
- Review any procedural documentation for each PES operation and phase
- Serve as a consultant and make recommendations to increase efficiency and effectiveness of processes
- Work with the project sponsor and the PES management teams on project requirements, specifications advising superiors regarding the best course of action the preparation documentation of procedures, findings, and problems encountered
- Make use of the following programming systems PES systems software for Matching, Review, and Coding System (MaRCS) for quality assurance matching MaRCS including the Housing Unit (HU) MaRCS, Person (PER) MaRCS and FUE MaRCS), as well as Microsoft Word, Excel and Adobe

US Department of Commerce, Jeffersonville, IN

December 2017- November 2018

Unit Supervisor (Controls)

- Served as a Unit Supervisor in the Geography Branch working on both Block Assessment Research Classification Application (BARCA) and Local Update of Census Addresses (LUCA) systems
- Served as the Control Clerks Supervisor for the 2018 Agriculture Census in the Data Capture Branch for the Control Unit. Responsible for designing or implementing actions necessary to meet significant changes affecting the unit
- Created and monitored daily unit performance goals reflecting individual team member goals
- Assisted subordinates in organizing to accomplish individual work tasks to meet the project targets
- Advised planning pertaining to organizational alignment, methodology, procedures, and processes while maintaining acceptable production goals and project deadlines
- Trained staff to use both the Automated Tracking and Control System (ATAC) and the Integrated Computer Assisted Data Entry (iCADE) Systems to manage the flow and organization throughout the entire process after the surveys are checked in from the post office until package for storing
- Tracked workflow and reported daily results to upper management on the progress of the work
- Supervised staff and their administrative needs

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**US Department of Commerce, Jeffersonville, IN
August 2009 –Jan 2012**

(CCM) Census Coverage Measurement Analyst Grade 11

- Used software for Matching, Review, and Coding System (MaRCS) for quality assurance matching MaRCS including the Housing Unit (HU) MaRCS, Person (PER) MaRCS and FUE MaRCS software
- Provided statistical and or mathematical techniques to match the census data as an independent evaluation of the accuracy and completeness of the census
- Evaluated alternatives to determine the appropriate methodology and procedures for efficiency, reliability, and feasibility of the projects
- Trained on statistical software and technologies to verify large data sets for the Decennial Statistical Studies Division
- Performed program evaluations and data analysis of independent listing of housing units from field operations, and personal surveys that caused for analyzing and manipulating the data. Used and estimation processes and geo-coding methods to analyze data
- Evaluated new emerging technologies to determine the appropriate methods and procedures for efficiency, reliability, and feasibility of new matching programs to better identify and eliminate duplicates and improve the census process
- Assisted in leading a statistical project for Puerto Rico and served as team lead to cover the entire the matching operation for CCM. Used statistical software programs to work perform boundary coding, geocoding and residence status coding
- Performed investigations based on observations of field testing of surveys provided evaluation instruments and written summaries for supervisor
- Researched and analyzed data to draw conclusions from private and federal data website such as Melissa Data, American Fact Finder and MAF Browser to better analyze data

**US Department of Commerce, Charlotte NC
September 1999-September 2000**

Assistant Manager for Field Operations

- Managed the overall data collection operation in the field for the Newport News Local Census Office for the 2000 Census, this included paper-and-pencil survey instruments and telephone operations
- Managed a staff of up to 600 employees and provided performance evaluation responsibilities
- Managed supervisors making sure the principles of Equal Employment Opportunity were applied to all staff through subordinate supervisors
- Handled multiple projects simultaneously and met deadlines
- Led a diverse group of staff to conducted field operations for over 90,000 households in 16 cities and counties in Virginia
- Reviewed, informed and implemented the management's goals and objectives through a thorough knowledge of administrative policies and principles
- Directed and advised on all operational functions and developed performance standards and evaluated performance
- Provided written and verbal performance evaluations. Achieved maximum production by implementing productivity plans in order to achieve targeted goals. Daily evaluated productivity and created federal reports for regional office
- Maintained effective departmental operational standards by ensuring all policies and procedures were adhered to and all quality guidelines were met
- Served as the partnership specialist for the Local Census Office by communicating with community leaders, media, local organizations and governmental offices on behalf of local census office

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- Planned and implement effective community awareness campaigns and outreach strategies for the intended purposes of targeting hard to reach areas and ethnic groups. Conducted evaluations of personnel performances and issued ratings performances
- Participated (as acting Partnership Specialist) in meetings with stakeholders and government officials to discuss any concepts and questions in order to provide clarification regarding office plans and technical issues concerning the project

Bates Community Development Corporation, Inc. Louisville KY

February 2016-December 2017

Development & Assessments Manager

- Developed public relations materials and website to enhance brand awareness
- Cultivated relationships with community and business stakeholders while promoting the programmatic pillars of the organization
- Coordinated fund development plans and promoted fundraising programs
- Trained executive staff on project management essentials regarding data collection, analysis, budgeting executing strategic plans
- Recruited volunteers to participate in program activities
- Wrote grants to enhance organizational capacity building

Kentucky State University, Frankfort KY

May 2015 – February 2016

Assistant to the President for Special Projects

- Collaborated with University senior leadership to manage and execute assigned special projects in academic and student affairs and alumni relations and state legislators to provide institutional support
- Worked cooperatively on team projects and completing projects involving people throughout the entire university system
- Prepared and monitored project budgets
- Analyzed enrollment management reports and provided feedback to staff and departments
- Facilitated project follow-up, conducted comprehensive research and data analysis
- Produced reports that were distributed to university leadership and stakeholders for review

Education First Foundation, Inc., Louisville, KY

March 2005 – April 2015

Executive Director

- Served as the chief fund development officer for the foundation; included working with corporate sponsors, grant writing, private donors and individual support and the annual gala
- Recruited community stakeholders by delivering educational awareness speeches on the historical relevance and importance of educational opportunities at black colleges and universities
- Prepared standard operation procedures and manuals for the board and committee members to assist with the organizational development and program structure
- Recruited college representatives and admissions officers to participate in the program. Plan and create budgets to govern the foundation
- Designed the program to meet state core content standards for students to obtain class credit
- Developed student paper and online quantitative and qualitative assessments and reported the effectiveness of programs to various stakeholders

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- Research data, created survey questioners, and wrote grants to manage the day-to-day delivery of the educational programs and services. Participate in monthly and or bi-weekly team meetings to ensure delivery is aligned with goals
- Planned and executed written documents and reports for all communications and board stakeholders and grant officials

**Girl Scouts of Kentuckiana, Louisville, KY
July 2006-July 2009**

Membership Outreach Specialist

- Served as the lead advocate in the community with government agencies on behalf of girl scouts whose parents were incarcerated
- Supervised a team of subordinates and implemented program design and leadership training resulting in an increase triple the size of programming at various satellite sites
- Customized recruitment strategies and community outreach projects aimed at increasing membership in underserved areas
- Oversaw departmental budgets designated for marketing, advertising, and student-family support services
- Assisted with grant writing and award interviews and completed funding reports for fund development
- Provided technical and program analysis to management and grantors for financial audits and financial reports

**Kentucky Action: Political Pact, Louisville, KY
February 2005-December 2005**

Grassroots Coordinator

- Served as a community coordinator to educate the African American community on the ill effects of tobacco
- Worked with organizations; The Robert Wood Foundation, The Campaign for Tobacco-Free Kids, National African American Tobacco Prevention Network (NAATPN), The American Heart Association and local Metro Health Department and more
- Developed educational seminars and wrote persuasive articles and gave presentations at community events and acted as a liaison to community leaders. Interpreted and explained legislation as it related to state status and laws on the public tobacco ban and tax increase

**Maryhurst, Louisville, KY
July 2002-August 2004**

Senior Youth I Counselor

- Provided direct assistance to Program Supervisor in order to effectively manage the overall operations of the residential treatment programs
- Collaborated with supervisory team to forecast plans to implement short and long term strategies
- Implemented organizational policies and procedures and controls system for the safety of clients and staff to ensure the institutions' compliance with state and federal regulatory and licensing standards
- Established and maintained effective communications with clients, subordinate staff, supervisors and managers

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STUDY ABROAD EXPERIENCE

- 1995 Manchester, England
- 1998 Dresden, Germany and Prague Czechoslovakia,
- 1999 Shanghai and Beijing, China
- 2001 Guadalajara, Mexico

PROFESSIONAL ACCOMPLISHMENTS AND HONORS

- 2012 Bingham Fellows: Leadership Louisville Center: Engaging the community to inspire student success
- **2011 Bronze Medal Award; US Department of Commerce**
- 2008 The Makers of PINE-SOL® Cleaners SALUTE POWERFUL WOMEN; Essences Magazines; “She’s Got Power”, February issue
- 2007 National Council of Negro Women Bethune Recognition: Louisville, KY Chapter
- 1993 Kentucky Colonels

PROFESSIONAL PRESENTATIONS AND COMMUNITY TALKS

- 2015 Kiwanis Club Frankfort, KY
- 2015 Jack and Jill Midwest Conference; Louisville, KY
- 2014 Rotary Club; Jeffersonville, IN
- 2006 Kentucky Baptist Convention: Kentucky Baptist Association
- 2007 Destiny Educational Conference; Louisville, KY
- 2007 Parent University Program; Jefferson County Public Schools
- 2008 Black Family Conference Presenter; University of Louisville
- 2008 YMCA National Black Achievers Conference; Louisville KY