

Jennifer Hileman, B.A.

Research Assistant, Pacific Research and Evaluation, LLC

Jennifer@Pacific-Research.org

Education

B.A.: Psychology
Portland State University, Portland, Oregon

Professional Experience

11/21 – Present Research Assistant

Pacific Research & Evaluation, LLC, Portland, Oregon

- Conducting literature searches
- Developing data collection tools and procedures
- Coordinating data collection efforts
- Developing and managing databases
- Entering/cleaning/coding data, and coordinating data entry assistants
- Conducting statistical analysis of data using Excel, SPSS, and R
- Writing evaluation reports
- Assisting with proposal submission
- General administrative support

4/14 – Present Virtual Assistant

Independent Contractor, Remote

Providing on-call administrative support with a variety of tasks and projects for multiple companies, with recent emphasis on research support

- Building online surveys
- Proofreading and copyediting
- Grant proposal writing
- Online searches
- Project coordination

1/21 – 9/21 Program Assistant

Insight for Action, Portland, Oregon

- Supported principal consultants
- Coordinated data collection efforts
- Built online surveys
- Proofreading and copyediting of evaluation reports
- General administrative support

6/19 – 6/21 Test Administrator & ADA Reader/Recorder

uExamS, Las Vegas, Nevada

Test Center Supervisor -- Law School Admission Test (LSAT) & Reader/Recorder -- multiple exams

- Administered large group digital and paper-based tests and supervised proctors
- Provided 1:1 test administration for examinees needing special accommodations on a variety of exams

4/05 – 9/13 **Office Manager**
Pacific Research & Evaluation, LLC, Portland, Oregon

- Managed bookkeeping and payroll
- Oriented new hires and independent contractors
- Managed a system for program evaluation data entry and trained and supervised data entry assistants
- Proofreading and copyediting grant program stakeholder reports
- General administrative support tasks, e.g., paying bills, purchasing supplies, setting up equipment

3/02-3/05 **Testing Coordinator**
Portland State University, Portland, Oregon

- Coordinated and administered psychological, academic, career, and employment tests
- Managed the PSU Testing Services website
- Trained and supervised on-call national testing staff (e.g., for the LSAT, Praxis, GRE, etc.)

3/01-9/03 **Research Assistant**
Oregon Research Institute, Portland, Oregon

- Assisted with three physical activity research studies
- Recruited and tracked participants
- Collected and managed quantitative and qualitative data

Community Involvement

2/21 – 4/21 Event Planning Committee, BodyVox