

Thea Layton, MS

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DATA ANALYST / BUSINESS ANALYST

→ Data Analytics, Strategic Planning, Statistical Analysis ←

Analytical and innovative champion of business development offering 8+ years' experience and proven track record of aggregating and analyzing data to address and resolve gaps in programming effectiveness and information distribution. Striving to better businesses and stakeholders by delivering valuable insights that steer data-driven decisions through quality visualizations. Promoting institutional excellence through equitable practices, strategic planning, and collaborative change efforts.

COMPETENCIES: Training/Development • Attention to Detail/Organization • Written/Verbal Communication • Interpersonal Skills
Project Management • Complex Problem-Solving • Business Development • Change Management • Adaptability/Flexibility • Marketing • Digital Content Creator

TECHNOLOGIES: SQL • Python • Tableau • MS Excel • NumPy • pandas • Jupyter • matplotlib • Skyward

PROFESSIONAL EXPERIENCE

MATHEMATICS TEACHER | Bainbridge High School – Bainbridge Island, WA 2014-2023

Evaluated qualitative and quantitative achievement data to understand content and preemptively address and resolve issues in student retention. Supported students with diverse needs by creating daily lesson plans, assessments, instructional tools, and resources to boost retention and comprehension. Designed programming and resources to fulfill development opportunities for increasing mastery and content transfer into external settings.

- Overhauled and transformed AP Calculus program and curriculum in collaboration with peer. Modernized resources, tools, daily lesson content, and assessments to increase student accessibility; achieving +80% pass rate on national exam.
- Led collaboration efforts with peers on compliance with programmatic frameworks and alignment with state standards.
- Served as advisor for a national student organization of ~550 members. Drove compliance with standards and regulations, provided accurate record keeping, and hosted monthly officer meetings and planned strategic events.

VICE PRESIDENT | Bainbridge Island Education Association - Bainbridge Island, WA 2021-2022

Elected by community to promote strategic planning and collaboration among stakeholders and community partners to enhance association effectiveness for constituents and employees. Instituted monthly meetings, addressed concerns, and oversaw elections to ensure fairness and equity.

- Gathered and analyzed performance data concerning multiple committee members to create documentation and roadmaps for maximizing transparency and monitoring fulfillment of professional expectations.
- Developed and integrated personnel solutions by evaluating pertinent information to promote data-driven decision-making aligned with internal and external objectives.
- Evaluated relevant information and resolved employee contract violations and settled grievances swiftly in contract compliance.

ELECTED TREASURER | Bainbridge Island Education Association - Bainbridge Island, WA 2014-2021

Tracked and monitored outgoing expenses to drive compliance with financial policies and government regulations. Researched accounts and resolved issues. Facilitated vendor and stakeholder operational communications.

- Forecasted and managed annual budgets, analyzing results to drive financial integrity and align resource allocation.
- Responded to COVID-19 pandemic by creating safety process to promote safe and secure work environment. Consulted with executive management and employees to finalize process before launch.

VOLLEYBALL COACH | Bainbridge Island School District - Bainbridge Island, WA 2014-2022

Directed all program operations, including daily training, strategic planning, and scheduling to develop collaborative, high-performing team members. Teamed with stakeholders and community partners to obtain financial support, supplies, and event products. Managed all documents and records to maintain security and confidentiality.

- Created pandemic safety plan to maximize participation in remote environment. Collaborated with 33 individuals and three teams to execute, including interscholastic competition, without affecting personal safety.
- Earned and maintained winning record through customized mentorship within intrinsically motivational environment.

EDUCATION & CREDENTIALS

Master of Science (MS), Management & Leadership | Western Governors University, School of Business | 2021

Bachelor of Arts (BA), Mathematics & Psychology (dual majors) | University of Montana | 2014

Certification: Data Analyst, CareerFoundry, 2023 | Teaching License | AP Institute