

JENNA MCGUIRE

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EDUCATION

The Ohio State University – Columbus, Ohio

Master of Business Administration, Dec. 2017 | Bachelor of Arts in Public Affairs Journalism, March 2008

RELEVANT SKILLS

Technical: Highly proficient in all products of Microsoft Office Suite and Adobe Creative Suite (Illustrator, InDesign, PhotoShop); Advanced Excel skills; considerable project management experience including design of new systems, tools, processes, and building construction; considerable branding and web page development / design

RELEVANT EXPERIENCE

Founder & Co-Director – Data Science for Women Summer Camp **April 2018 to present**
Columbus, OH

- Developed the concept for and founded the Data Science for Women Summer Camp, aimed at developing future women and minority data scientists (the first of its kind in Columbus)
- Co-director of the camp, responsible for strategic planning, sustainability, fiscal oversight, outreach, and partnerships

Associate Director – Translational Data Analytics, Ohio State University **June 2018 to present**

- Promoted to Associate Director in June 2018 after serving as interim operations lead in absence of managing director
- Fiscal lead for TDAI: Creation of annual budgets, managing programmatic and development funds, and preparing fiscal reports to guide financial strategy of the Institute
- Co-lead in building \$5M in relationships with external customers from industry interested in strategic partnerships spanning research, workforce development, and technological advancements
- Co-develop strategic financial and operational goals for TDAI, including creation of systems to implement and track the progress of all internal and external projects
- Engage stakeholders across 15 colleges, six centers, and external partners in the design and implementation of transformational student education, community outreach programs, and multidisciplinary research

Project Coordinator – Translational Data Analytics, Ohio State University **June 2015 to May 2018**

- Fiscal lead & business development (as outlined above)
- Spearhead the design, technical implementation, planning, and project management for 21,000 sq. ft. of teaching and research space within a \$42 million renovation of Pomerene Hall (future home of TDAI)
- Provide tactical leadership and project management to launch and sustain the Institute, including writing and submission of Institute application to University Senate and BOT
- Designed and partnered with more than 20 departments to launch Data Analytics Month, an annual celebration and knowledge share of analytics platforms and capabilities across campus
- Assist in development of communications, marketing, and branding elements for TDAI
- Assist in identifying and implementing multiple research proposal submissions and projects for TDAI

Program Manager – Life Sciences Network, Ohio State University **May 2013 to June 2015**

- Led operations of LSN, including all communications, educational programming, & strategic research initiatives
- Designed and implemented the first life sciences writing workshop for graduate students and postdocs to improve research writing skills (rated as excellent by 98% of attendees)
- Initiated implementation of multiple Graduate Student Enrichment Programs with internal and community partners aimed at better preparing doctoral students for careers in bioscience, including a \$3M proposal for an NIH Director's Innovation Award; proposal scored among the top 5% in country (applications=147)
- Guided the administration and SOPs of four Interdisciplinary Graduate Programs

- Developed first strategic communications plan for Network and Director, including creation of branding elements, marketing pieces, and a complete redesign of interactive website
- Created the first comprehensive life sciences events calendar to spread news about research and seminar events across Ohio State
- Created the Network's first annual report to document value to Provost and Council of College Deans

Writer – Office of the President, Ohio State University

Oct. 2010 to May 2013

- Lead writer for science, research, faculty news, athletics, and commencement
- Crafted a wide variety of communications for the office, including President's letters, e-mails, speeches, blog posts, and bi-weekly reports to the University Board of Trustees
- Served on special committee to develop a strategic communications plan for the VP of Research
- Working with partners / customers internally and externally, developed weekly event briefings for President, Provost, and six other Senior Management Council members
- Designed and implemented the first system and standard operating procedures for tracking all incoming e-mails to Dr. Gee, ensuring that every customer is answered in a timely and appropriate manner
- Co-lead on redesigning the President's website to be more customer-facing; point person for content updates thereafter
- Collaborate with senior leaders and their staff to execute special projects, University announcements, and President's international trips
- Lead writer and coordinator for public records requests and legal issues for the President's Office
- Co-managed the work performance and schedules of 6-8 student employees

Technical Writer/Editor – Ohio Department of Development

Dec. 2008 to Oct. 2010

- Department's primary editor and writer translating technical concepts/programs for written testimony to Ohio Senate, marketing materials, news articles and op-eds, press releases, business proposals, and letters
- Managed, created, and designed Department's quarterly e-newsletter for external customers, as well as the Director's weekly message to 400+ staff
- Appointed by the Lt. Governor to develop the first Feedback Dropbox for ODOD employees to provide ideas and feedback to improve the organization and a system to address issues in a timely manner
- Co-led team that redesigned process for business and research proposals, enhancing the responsiveness of ODOD for companies looking to relocate to Ohio
- Collaborated with senior state leaders, their staff, and community partners to plan and execute special events throughout the state and writing press releases
- Managing editor of special team tasked with Department's website redesign
- Led the creative and editorial team that created Department's first comprehensive annual report

Reporter, Research Communications (temp)

June 2008 – Dec. 2008

- Produced 12 press releases on faculty/student research, showing value of university research.

SERVICE & HONORS

Conference Planning Committee (2016-current): Chair of volunteers committee and member of conference planning committee for National Org. of Research Development Professionals' national conferences (500+).

Staff Leadership Series (2017-2018): Chosen among Ohio State staff to participate in year-long Staff Leadership Series, which focuses on grooming future women leaders.

Advisor – HackOhi/O Judging (2016-current): Staff advisor on recruitment, design, and implementation of Judging Committee for HackOHI/O and MakeOHI/O.

Postdoctoral Council (2016-17): Served a one-year term on the Ohio State Postdoctoral Advisory Council, a group of faculty and staff aimed at developing programming and support services for postdocs at Ohio State.

Advancement Committees (2011-2013): Appointed to Advancement Committees coordinating University branding, content, and messaging