

Katie Elizabeth Morphonios

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EXPERIENCE

Wellbeing and Equity Innovations Collaboration with Justice System Partners Tallahassee, FL

July 2023-Present(40 Hrs/Week)

Senior Data Specialist

- Serves as primary point of contact for data management of multi-state team-based research projects
- Manages the development, maintenance, and troubleshooting of REDCap and other data collection systems
- Develops policies and procedures to effectively collect, organize, store, and share data
- Conducts regular reviews of data systems and reports to the Principal Investigator

Justice System Partners South Easton, MA

August 2022- July 2023 (40 Hrs/Week)

Associate, Data Architect

- Managed REDCap data collections system for multiple Principal Investigators including data instrument design and assembly
- Implemented reporting elements for project management monitoring and actively participated in briefings with Principal Investigators
- Provided REDCap operational support to team members located nationwide and served as committee member for REDCap international community
- Provided supplementary project support via data analytics and operational logistics

Florida State University-Institute for Justice Research and Development Tallahassee, Florida

May 2018 – August 2022 (40 Hrs/Week)

Business Analyst/Data Manager

- Managed the development, maintenance, and troubleshooting of REDCap (Research Electronic Data Capture) and other data collection systems
- Defined, implemented, and managed quality control processes to maintain the data systems
- Served as board member on International REDCap FAQ Committee
- Developed policies and procedures to effectively collect, organize, store, and share data
- Held responsibility for the retrieval of data and preparation of reports for Principal Investigator and project team

Florida Department of Corrections Tallahassee, Florida

August 2016 – May 2018 (40 Hrs/Week)

Crime Intelligence Analyst II

- Performed as senior analyst and directly supported and assisted agency in the compilation and analysis of confidential information in organized criminal investigations
- Acted as primary point of contact for agency's forensic cell phone lab
- Prepared oral briefings, written reports, and recommendations in the form of intelligence assessments and detailed factual reports used by agency management to evaluate case development
- Served as Interagency Fusion Liaison to the Florida Department of Law Enforcement's State Fusion Center regarding intelligence-based directives

Florida Department of Law Enforcement Tallahassee, Florida

November 2012 - August 2016 (40 Hrs/Week)

Crime Intelligence Analyst II

- Provided AMBER Alert, Missing Child Alert, and Silver Alert activation criteria to inquiring law enforcement agencies and citizens
- Corresponded with U.S. Department of State regarding Hague Convention missing children cases and performed case management
- Trained all new analysts on missing persons case intake and closure process as well as applicable policies and procedures

- Assisted co-workers with computer software troubleshooting

Florida Department of Law Enforcement Tallahassee, Florida January 2011 - November 2012 (40 Hrs/Week)

Crime Intelligence Analyst I

- Provided analysis of missing persons cases to assess the need for critical response
- Prepared investigative leads
- Processed missing persons case intake and closure information
- Provided support to unit's statistical analyst
- Created Performance Based Budgeting (PBB) reports
- Obtained and evaluated Internet Service Provider (ISP) information for subpoena requests

Florida Department of Law Enforcement Tallahassee, Florida June 2010 - January 2011 (40 Hrs/Week)

Administrative Assistant I

- Prepared written correspondence and reports
- Processed travel authorization and reimbursement forms
- Facilitated office supply orders and maintained inventory of items
- Assisted in coordination of annual Florida Missing Children's Day event

Florida Department of Law Enforcement Tallahassee, Florida August 2006 - June 2010 (20 Hrs/Week)

OPS Clerk Specialist

- Answered telephone hotline and provided assistance for public and criminal justice information requests
- Created and maintained records for missing persons cases
- Distributed mail (electronic and hard copy)
- Assisted unit members with special projects
- Facilitated fingerprint submissions of missing children
- Conducted missing persons and criminal history searches utilizing eAgent software

EDUCATION

Florida State University Tallahassee, Florida December 2009

Bachelor of Science, Information Technology

Honors:

- Dean's List, Summer 2009

SKILLS

- Certified Crime Intelligence Analyst
- Experience working with administrative and end user support for REDCap software
- Experience working in an office environment performing administrative, technical, and analytical duties
- Extensive criminal intelligence knowledge and skills such as crime pattern analysis, GIS crime mapping and forecasting, association charts, flowcharts, financial analysis, law enforcement analytical reports, electronic data manipulation and analysis, statistical analysis, open-source intelligence, domestic/international terrorism briefings
- Experience in creating training manuals
- Experience creating Performance Based Budgeting reports
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Visio)
- Experience with telephone hotline
- Extensive computing skills including SQL, Java, C++, PHP, and HTML
- Experience with eAgent, DAVID (Driver and Vehicle Information Database), Department of Juvenile Justice system, Department of Management Services work order system, and multiple law enforcement sensitive databases
- Excellent typist
- Skilled in case management and office automation equipment use
- Proficient in customer service

- Ability to work well with others
- Ability to prioritize projects when more than one has been assigned
- Ability to work independently, troubleshoot problems, and assist others in an engaging and efficient manner
- Ability to promote an atmosphere of teamwork including participating in the delivery of services for special projects and assisting with accomplishing the mission and goals of the organization

REFERENCES

Gwen Johnson, Former Senior Management Analyst
Supervisor Florida Department of Law Enforcement
(850) 284-4293

Brooke Powell, Former Chief of Intelligence
Florida Department of Corrections
(813) 810-371