Jaylyne Rodriguez

New Rochelle, NY 10801

PROFESSIONAL SUMMARY

Experienced professional with a Bachelor's in Psychology and a minor in Business Management, bringing over 7 years of expertise in research, marketing, program management, database management, and administrative operations. Skilled at leading cross-functional projects, optimizing workflows, and supporting executive teams through strategic planning and efficient execution. Known for combining analytical insight with organizational savvy to drive results and support mission-driven goals.

EXPERIENCE

Wellbeing & Equity Innovations, Remote - *Research Assistant*

DECEMBER 2024 - PRESENT

- Supported data-focused research activities by extracting and managing data from court records and client databases.
- Ensured data quality and accuracy through regular data cleaning, validation, and monitoring tasks, maintaining consistency and reliability in sensitive datasets.
- Collaborated effectively with the Director of Pretrial and Law Enforcement Projects, attending weekly check-ins and working independently to meet deadlines in a fast-paced environment.

BallotReady, Remote - *Researcher*

OCTOBER 2022 - MARCH 2023

- Supported a research initiative focused on accurate data extraction, verification, and management from legal and government sources.
- Ensured data integrity and confidentiality while handling sensitive information to support the delivery of accessible, nonpartisan election content.
- Partnered with research and data teams to produce timely, high-quality outputs that strengthened a trusted, voter-centric civic engagement platform.

Claims Conference, Remote - *Database & Payment Operations Associate*

AUGUST 2021 - DECEMBER 2022

- Maintained and updated sensitive claimant records by researching internal databases and verifying contact and financial information.
- Supported secure data management processes, including storage optimization, disaster recovery planning, and operational continuity.
- Led data migration efforts by developing test protocols and executing transfer plans to ensure seamless system updates and user transitions.

TÜV SÜD America Inc, Remote - *Email Marketing Operations Intern*

JUNE 2022 - OCTOBER 2022

- Provided administrative and operational support to the marketing team, including campaign coordination, proposal drafting, and CRM management.
- Maintained data integrity through list cleanup, lead entry, and contact management to improve the effectiveness of email marketing initiatives.
- Conducted market research and prepared data-driven reports to identify growth opportunities and inform strategic marketing decisions.

Contributor Development Partnership, Remote - *Program Manager Co-Op*

JANUARY 2022 - JUNE 2022

- Supported collaborative fundraising initiatives by assisting with data-driven strategies that enhanced donor engagement across public media organizations.
- Contributed to the development and execution of partnership-driven campaigns, aligning fundraising efforts with member stations' goals and community impact.

- Maintained and organized donor data to support campaign performance tracking, audience segmentation, and reporting for strategic decision-making.

College of Staten Island - Nursing Department, Remote - *Administrative Assistant*

AUGUST 2019 - MAY 2022

- Provided comprehensive administrative support to the Nursing Department, enhancing daily operations through effective file management and streamlined office procedures.
- Managed internal and external communications for department leadership, including call handling, correspondence drafting, and prioritizing incoming requests.
- Coordinated closely with HR and finance teams to address payroll discrepancies and assist with data-driven solutions for systems integrations and process improvements.
- Oversaw the organization of project materials and documentation by maintaining spreadsheets, updating reports, and ensuring accurate recordkeeping across departments.

EDUCATION

CUNY College of Staten Island, Staten Island, NY - *B.S. in Psychology*

AUGUST 2018 - MAY 2022

CERTIFICATIONS

Human Subjects Research – Basic Course - *JANUARY 2025*

Human Subjects Research – Social-Behavioral-Educational (SBE) Comprehensive - *JANUARY 2025*

SKILLS

- Data Management & Analysis
- Project & Program Coordination
- Communication & Stakeholder Engagement
- Administrative & Operational Support
- CRM & Database Systems
- Research & Evaluation

LANGUAGES

English - *Native Proficiency*

Spanish - *Native Proficiency*