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## LAURENZA RIOJAS

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### Summary

- Detail-oriented and organized Informational and Statistical Analyst extensively trained in data management. Strong organizational, technical, and reporting skills.

### Expertise

- Self-motivated
- Results oriented
- Advanced computer knowledge in the following areas:
  - Microsoft Word
  - Microsoft Excel
  - Qualtrics
  - Database Management

### Experience

07/2015 to Present      Informational and Statistical Analyst, Center for Service-Learning & Civic Engagement  
Michigan State University

- Manage and maintain informational databases
- Collect, prepare, edit and evaluate data for annual reporting and special requests from colleges, departments, deans and directors
- Input, edit and verify information received from constituents to establish and ensure accuracy of files and databases
- Organize, prepare and maintain shuttle van transportation schedules for students to get to service-learning placements
- Hire and supervise student drivers to operate and maintain three long-term leased vehicles to transport MSU students to service-learning placements

01/1998 to 06/2015      Office Assistant III, Center for Service-Learning & Civic Engagement  
Michigan State University

- Provided office management and support for the unit including, but not limited to administrative duties, database management, and program advising

03/1984 to 12/1997      Secretary II, Student Life-Judicial Affairs  
Michigan State University

- Provided secretarial support for the unit including but not limited to word processing, copying, answering phones, scheduling, and data entry

### Education

1995      Bachelor of Arts: Psychology  
Michigan State University

1981      Associate of Science: Legal Secretarial Administration

Davenport College of Business, Lansing, MI