

Jacquelyn Apostolo

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EDUCATION

CUNY Queens College, NY

Master of Data Analytics & Applied Social Research

Expected May 2027

GPA: 4.0

CUNY Queens College, NY

Bachelor of Social Science | Sociology | Degree Honors: Summa Cum Laude

Bachelor of Fine Arts | Studio Arts | Degree Honors: Summa Cum Laude

May 2025

GPA: 3.9

- Minors: Data Analytics, Honors in the Social Sciences
- Dean's List [Spring 2025, Fall 2025, Spring 2024, Fall 2024, Spring 2023, Fall 2023, Spring 2022, Fall 2022]

CUNY Queensborough Community College, NY

Associate of Arts | Arts & Design

June 2021

GPA: 3.7

- Dean's List [Spring 2019, Fall 2019]
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PROFESSIONAL EXPERIENCE

Office of Institutional Effectiveness, CUNY Queens College

December 2024 - Present

Research Assistant

- Organize and curate 3,000 pieces of institutional evidence on SharePoint, fulfilling re-accreditation standards of Middle States and ensuring the accuracy and quality of self-study documentation of CUNY Queens College's Self-Study.
- Transform complex alumni data and research findings into clear, effective deliverables by creating 33 data-driven infographics using Adobe InDesign, facilitating communication to diverse stakeholders.
- Contribute to institutional reporting by organizing and maintaining crucial data and document libraries.

Department of Sociology, CUNY Queens College

September 2024 - Present

Research Assistant

- Transcribe approximately 8,000 historical images into digital text and produce a metadata database using qualitative coding methods.
- Create more than 20 spreadsheets to systematically extract and categorize variables for social network analysis.
- Develop and implement a new hire onboarding handbook, training templates, and demos for undergraduate researchers.

Department of Sociology, CUNY Queens College

May 2025 - August 2025

Research Assistant

- Provided critical support for book manuscript review, evaluating evidence quality and conclusions to inform revision needs for academic publication.
- Managed 80 sources using Zotero to maintain accurate and well-organized records of references for book chapters.

Department of Sociology, CUNY Queens College

October 2023 - December 2023

Undergraduate Student Researcher

- Managed and implemented a campus-wide evaluation project examining student involvement and its effect on educational experience and belongingness for urban college students.
- Collaboratively designed and deployed a survey using Microsoft Forms, performed background research, and executed a systematic random sampling with a sample size of approximately 1,800 participants.
- Conducted three 15-minute qualitative semi-structured interviews for the purpose of developing 25 survey questions.
- Presented research findings into deliverables for poster symposium.

CUNY Research Scholars Program, CUNY Queensborough Community College

May 2019 - June 2020

Undergraduate Student Researcher

- Applied modern frameworks of migration to collect and code qualitative data from over 26 historical novels, connecting sociological mechanisms of movement with mentor.
- Effectively translated research findings into deliverables for presentation at a symposium, including a scripted PowerPoint and a live Q&A.

LEADERSHIP EXPERIENCE

Student Government, CUNY Queensborough Community College

May 2019 - June 2020

Vice President

- Led and allocated funding, plans, and execution of three student-related events.
 - Budgeted, organized, and advocated event objectives for departmental archives.
 - Negotiated pricing and inquired about services with outside and on-campus vendors.
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VOLUNTEER EXPERIENCE

Petey Greene Program, Getting Out and Staying Out

June 2022 - December 2024

Educational Tutor

- Created scope and sequence, lesson plans, worksheets, and other curricular materials for Foundations courses in preparation for the General Equivalency Diploma exam.
- Supported the learning goals of over 36 formerly and currently incarcerated adults, demonstrating interest in issues of access to and success in postsecondary education and workforce development.

Queens Public Library, Remote

June 2021 - August 2021

Data Assistant

- Provided analytical support and assisted in the creation of PowerPoint presentations that effectively communicated findings by analyzing census data.
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JOURNAL ARTICLES

- Apostolo, J. A., (2024). Who Gets to Be Gifted in The City of Dreams?: Rethinking the Life Trajectories of New York City's Disadvantaged and Minoritized Students. *The Mellon Mays Undergraduate Fellowship Journal*, 8-12.
 - Traver, A. E., & Apostolo, J. A., (2019). Book Review: International Express: New Yorkers on the 7 Train. *Teaching Sociology*, 47(3), 249-252.
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AFFILIATIONS & MEMBERSHIPS

Association for Institutional Research, September 2024
Gamma Beta Phi National Honor Society Member, February 2024
Mellon Mays Undergraduate Fellowship, June 2023
American Sociological Association Student Member, May 2022
The National Society of Leadership and Success Member, September 2022
Phi Theta Kappa Honor Society Member, April 2019

CERTIFICATIONS

Human Subject Research for Undergraduate Studies, CITI Program

September 2023 - September 2026

Responsible Conduct of Research for CUNY Researchers, CITI Program

February 2024 - February 2028

SKILLS

PROGRAMS

Adobe Suite
Canva
Google Workplace
Microsoft Office Suite
R
Tableau
Zotero

HARD

Academic Presentation
Content Analysis
Data Analysis & Visualization
Data Entry
Interview Techniques
Qualitative & Quantitative Methods
Research Paper Writing
Survey Design

SOFT

Attention to Detail
Creativity
Documentation & Reporting
Mentoring & Training
Multitasking & Organization
Teamwork & Collaboration
