

# EMILY FINBOW

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Oct. 2017 – present                      Texas A&M University School of Innovation                      College Station, TX  
**Assistant Director for Effectiveness, Evaluation, and Research**

- Provide functional leadership to all unit activities related to data tracking, data analysis, collaboration with other administrative and academic units on how their contributions can be tracked and presented for Scorecard, annual review, and marketing purposes.
- Work with Creative Manager on creation and maintenance of school website, marketing materials, and internal and external messaging about the Innovation School and general TAMU innovation efforts.
- Gather, interpret, and evaluate data to modify operational processes for effectiveness and efficiency.
- Assists in evaluating performance reports and analyzing program statistics for reporting, tracking progress, and making adjustments to programs.
- Leads and manages all functions related to data analysis and reporting to ensure that the unit meets or exceeds operational and accreditation standards of a top-tier entity.
- Develops reports, analyses and surveys to assist the review of the Innovation School’s curriculum and operations.
- Leads and manages all functions related to data services for all other administrative and academic units of the University.
- Develop competitive intelligence on peer schools with similar endeavors, using findings for strategic planning, benchmarking, and developing the Innovation School’s internal efforts and external narrative.
- Perform in-depth research projects as needed on topics like potential corporate or external collaborators, former students, current internal TAMU projects, etc.
- Serves as unit liaison and provides requested data for all other administrative and academic units of the University.

Aug. 2015 – Sept. 2017                      Texas A&M School of Law (fka Texas Wesleyan)                      Fort Worth, TX  
**Chief Assessment and Data Officer /Senior Data Analyst**

- Served as the main point of contact for data analysis, assessment and reporting for the Law School.
- Served as a School of Law Assessment Liaison to Office of Institutional Effectiveness and Evaluation.
- Worked with Associate Dean for Planning, Compliance, and Evening Programs to maintain accreditation/status with the following entities through regular and/or annual reports/questionnaires: American Bar Association (ABA), Association of American Law Schools (AALS), Texas Higher Education Coordinating Board (THECB), Southern Association of Colleges and Schools (SACS)
- Supervised and validated the reporting of our data for the U.S. News & World Report “Best Law Schools” rankings, Princeton Review, and NAPLA/SAPLA Book of Lists.
- Created and verified data and analysis for Provost Scorecard. Complete scorecard spreadsheet, write and edit 20+ page Scorecard Narrative. Work with Associate Dean for Assessment, Strategic Analysis, and Reporting to document faculty scholarship and research activity.
- Imported, gathered, cleaned, processed, compiled, validated, analyzed, manipulated, interpreted, and reported current, historical, and comparative data on faculty activities and productivity, to aid in faculty evaluation and decision making for Dean.
- Gathered, aggregated, formatted, and disseminated peer-based performance data derived from course evaluations, CVs, marketing materials, law school website, Career Services, Admissions, and Student Affairs departments, and other sources to provide faculty with IBR (Individual Background Reports) and comparative graphs. These reports are used to aid their completion and submission of an annual electronic survey, and reduce the amount of onus on faculty members to track and input their own activity.
- Supervised the gathering and reporting of all the information required for the 2016-2017 American Bar Association/AALS site evaluation visit. Project included creation and submission of 200+ pages of ABA Site

Evaluation Report and AALS Site evaluation report, work with ABA Section on Legal Education to interpret new questionnaire requirements, work with Site Evaluation Team Members to answer questions, facilitate visit, and provide official follow-up responses, and work with Website Manager to ensure ABA and AALS compliance in reporting data and policy language.

- Manipulated, analyzed, and interpreted current, historical, and comparative data, using accepted statistical methods and qualitative research methods for Admissions, Career Services, and Academic Support with the purpose of understanding or making conclusions from the data for decision making purposes.
- Provided the Academic Support, Bar Passage and Assessment Committee with historical student academic and bar passage data, including grades, demographic information, success rates, and ultimate bar passage to determine goals for curriculum and bar prep.
- Worked with the Academic Support, Bar Passage and Assessment Committee to identify areas of improvement and carry out predetermined annual assessments for programmatic evaluation. Communicated process and results through WEAVE Online.
- Gathered and used historical scholarship, military benefits, and tuition data for law school and competitor law schools to project future scholarship and future fiscal needs in order to make recommendations to Provost.
- Assisted in drafting official progress reports and memos for Provost, Chancellor, and Regents.
- Served as main contact for conducting of annual LSSSE (Law School Survey of Student Engagement).
- Played a critical role in developing the basic presentation the Dean uses regularly to tell different audiences about the law school, known as the “Masterdeck.” Audiences who have seen it among potential donors, university audiences, and prospective students. Played a crucial role in developing the core presentation, not only by providing careful editing to ensure consistency, proper grammar, accurate and current statistical data, clear exposition, but also creativity.
- Provided data, writing, editing, and proofreading for marketing pieces, advertisements, interviews, and articles about the School of Law.
- Filled ad hoc research and data requests for Promotion and Tenure Advisory Committee, Long-Term Contract Faculty Committee, Post-Tenure Review Committee, and individual faculty, providing current and historical information on topics like enrollment history, diversity statistics, law school rankings, and specialty programs.
- Based on request from Associate Dean of Global Programs and Assistant Dean of Admissions, served as temporary International Student Services Liaison for Fall 2017 entering students (JD, LLM, and MJur).

## **TEXAS A&M COMMITTEES & WORKING GROUPS**

Texas A&M Tableau User Group (2017)	Strategic Planning Working Group (2016-17)
Admissions Assistant Director Hiring Committee (2016)	Admissions Coordinator Hiring Committee (2016)
ABA Accreditation Working Group (2016)	Student Course Evaluation Working Group (2015-16)
Admissions Administrative Assistant Hiring Committee (2015)	Website Creation Working Group (2014-2016)
University Staff Council, Elected (2013-2014)	

July 2007 – Aug. 2015                      Texas A&M School of Law (fka Texas Wesleyan)                      Fort Worth, TX

### **Admissions Records Manager/Senior Admissions Counseling Advisor**

- Responsible for inputting, updating, and completing approximately 1,800-2,000 application records annually in Datatel Colleague and ACES<sup>2</sup> databases, including maintenance of confidential information, scanning, indexing, and uploading documents, and regular audits for accuracy.
- Gather, process, compile, analyze, interpret, and report current, historical, and comparative admissions, scholarships, and financial aid data.
- Advise face-to-face and electronically with prospective students on law school programs, application procedures, transcript evaluation, information resources for test preparation, and interactions with LSAC data clearinghouse (Law School Admission Council).
- Liaison to internal groups such as Admissions Committee, Marketing, Registrar’s Office, Dean’s Office, IT Department, International Student Services, Graduate Admissions, Student Ambassadors.
- Liaison to LSAC for database mapping and testing, data flow, troubleshooting, and investigations into applicant misconduct regarding academic or criminal character and fitness issues
- Responsible for data gathering and analysis for annual surveys for the American Bar Association, U.S. News and World Report, Barron’s, and Princeton Review.

- Present at information sessions for potential students on electronic application processes; participate in panels with fellow admissions professionals at local and regional events; recruit for law school at forums, graduate and professional school fairs, and networking events.
- Update and maintain Office of Admissions and Financial Aid sections of school website.
- Proctor for School of Law exams, room supervisor for LSAT, member of IT Steering Committee.
- Promoted to Chief Assessment and Data Officer.

Aug. 2006 – May 2007                      ParadyszMatera    New York, NY

**Associate Manager and Archivist, Research Department**

- Promoted from Promotional Archivist within seven months of hiring.
- Wrote articles and updated MarketRelevance website about notable promotions and industry trends.
- Managed departmental purchases, hiring, payroll info, and schedules for 6 part-time employees.
- Maintained research department archives and database with incoming direct mail promotions.
- Left position to return home to Texas for Master's program.

Jan. 2006 – Aug. 2006                      The Gersh Agency    New York, NY

**Literary and Below-the-Line Agent Assistant**

- Read and critiqued scripts both for Gersh Literary and Below-the-Line Departments.
- Handled all agent's clients' business and legal affair files, including contracts, resumes, and invoices.
- Scheduled meetings, handled heavy volume phones, coordinated travel, updated company databases.
- Left position and entertainment industry for research and archiving opportunity at ParadyszMatera.

Aug. 2003 – Jan. 2006                      International Creative Management    New York, NY

**Theatrical Agent Assistant/Lectures Agent Assistant/Royalties Administrator/Floating Assistant**

- Negotiated and drafted contracts between theatres, co-agents, and ICM Theatrical clients such as Kander & Ebb, Arthur Miller, and Tennessee Williams.
- Drafted engagement contracts, created extensive travel and event itineraries, and acted as liaison between host organizations (corporations, universities, non-profit groups, trade associations, political parties, etc.) and ICM Lectures clients such as Suze Orman, Henry Winkler, and Toni Morrison.
- Researched ICM Literary contractual issues such as options, subsidiary rights, and scheduled income.
- Left position for opportunity in Literary Department of The Gersh Agency.

**INTERNSHIP EXPERIENCE**

Sept. 2002 - May 2003                      Miramax Films - Development    New York, NY

- Read and wrote coverage for potential scripts; updated active and potential project database; delivery of scripts and "dailies" to Post-Production and Harvey Weinstein's office.

Sept. - Dec. 2001                                      In Style Magazine - Research    New York, NY

- Fact checked and researched for magazine articles; managed sourcing records for entire magazine layout; maintained new database of beauty industry contacts.

June - Aug. 2001                                      News 8 at 9: Good Morning Texas (ABC Affiliate)    Dallas, TX

- Wrote for and updated show website with daily story summaries; assisted segment producer in researching and producing lifestyle, health, and celebrity interview segments.

Sept. - Dec. 2000                                      Writers' Office of All My Children (ABC)    New York, NY

- Completed storyline research projects using electronic and paper script archives; created fan mail report for producers about opinions of viewers through analysis of fan letters

**EDUCATION**

Aug. 2007 – May 2012                      University of North Texas - M.S. in Library Science

- Graduated with 4.0 GPA.
- Coursework in information organization, retrieval and access, website design, research methods and analysis, electronic databases, information agency management, cataloging, and special libraries.

- Fall 2011 practicum with Dee J. Kelly Law Library of Texas Wesleyan School of Law - extensive Sirsi catalog and stacks research for potential cancellation of Aspen, Westlaw, and LexisNexis holdings; observation of and training in cataloging, reference, ILL, acquisitions, and faculty research.
- Member of Phi Kappa Phi (Honor Society), initiated Fall 2011 (top 10% of graduate class).
- Student Member of American Library Association and Texas Library Association.

Aug. 1999 - May 2003                      New York University - B.A.

- English Literature Major, Cinema Studies Minor.
- Dean's List with 3.84 GPA – Magna Cum Laude.
- Member of Phi Beta Kappa (Honor Society), initiated into Beta of New York Chapter 2003.

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#### **SKILLS & INTERESTS**

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- Knowledge of MAC and PC environments, Microsoft Office (Word, Excel, PowerPoint), multiple desktop and browser-based databases such as Sirsi, Datatel Colleague, Banner Compass, ACES<sup>2</sup>.
- Proficient in electronic database and Internet research.