

EVE M. IRWIN

EMPLOYMENT

BUREAU OF ECONOMIC AND BUSINESS RESEARCH, UNIVERSITY OF FLORIDA *Coordinator – Research Program Services, January 2001 – Present*

The main function of this position is to act as the coordinator of all research efforts for the Policy Studies group.

General Duties:

- Direct the work of 1 full time employee, 5 graduate and 6 undergraduate research assistants.
- Compile data from a wide variety of sources and formats into a standard useable format to facilitate analysis by Dr. Dave Denslow and Dr. Jim Dewey.
- Point of contact with client agencies and other programs within BEBR and the University.
- Manage annual production of Florida Price Level Index.
- Check data gathered by research assistants for quality and consistency.
- Locate new sources of data on the Internet, and through inter-agency contacts.
- Maintain and organize large and diverse data sets for multiple research projects.

BUREAU OF ECONOMIC AND BUSINESS RESEARCH, UNIVERSITY OF FLORIDA *Coordinator - Information/Publication Services, May 1997 – December 2000*

The main function of this position was to act as Managing Editor of the Bureau's four major annual publications.

General Duties:

- Direct the daily production of four annual publications: *Florida Statistical Abstract*, *Florida County Rankings*, *County Perspective* (67 volumes), and *Florida and the Nation*. Utilizing desktop publishing programs, each table within each volume is updated annually for style and content. Also prepare the diskette and CD versions of each annual publication.
- Work closely with the Editor to redesign and revise data presentation.
- Download data from the Internet and other electronic sources (CD ROM) and format it for use in publications. Also create formulas to change data to a more relevant number for inclusion in certain tables.
- Insure the accuracy of data gathered and produced, through a system of data checks.
- Maintained the BEBR in-house library from May 1997 to February 1998.

Specific Accomplishments

- Utilized data linking within Excel and SAS programming to automate the production of *Florida County Rankings*, and *County Perspective* to cut production time to an estimated ½ the former schedule.
- Created macros to fully automate updating of the style of the tables for all four major publications.
- Utilize more Internet sources, and downloading of data to eliminate the need for two 1/2 time student assistants for *Abstract* production. Now use one student.
- Developed the CD-ROM presentation of all four publications for increased revenues, and decreased costs.
- Member of the Board, Association for University Business and Economic Research.

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FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC) *Administrative Assistant, February 1992 – April 1997*

This position was the focal point for the dissemination of information from the Atlanta Regional Office and Washington, D.C. Headquarters.

General Duties:

- Compile data and produce quarterly, semi-annual, and annual reports for the Regional Office.
- Maintain all inventory, lease, and equipment repair records; requisition all supplies.
- Proofread examination reports and bank correspondence and correct grammar and punctuation.
- Maintain and safeguard a large and complex file system of highly confidential documents.
- Prepare all time and attendance reports and audit travel vouchers.

Specific Accomplishments:

- Saved the Corporation more than \$16,000 a year by investigating procedures that were adopted Region wide, for utilizing lodging tax deferments. Received Incentive Award for Special Act.
- Significantly decreased report preparation time by creating and updating spreadsheet files used for producing reports and auditing time allocation.
- Used computer skills to trouble-shoot hardware and software problems on three non-network desktop PC's, over a dozen laptops and four different type printers.

UNITED STATES AIR FORCE RESERVES *C-141B and C-17A Loadmaster, September 1984 – Present*

This is a crew position on a multi-million dollar aircraft where operations are carried out in a fast paced hazardous environment. The primary responsibilities are the safety of the passengers and the security of the aircraft and cargo. This position involves worldwide travel and operations, and the ability to adapt to a constantly changing work requirement.

General Duties:

- Supervise & direct load crew, fleet service, maintenance, fuels and other support agency personnel.
- Compute aircraft weight and balance; maintain all forms associated with flight.
- Prepare aircraft for flight by performing systems checks.
- Coordinate mission requirements with Aircraft Commander

Specific Accomplishments:

- Air Medal, Aerial Achievement Medal, Air Force Commendation Medal, Humanitarian Service Medal and AFAM for job performance as an Aircraft Loadmaster, also various other awards.
- Air Force Achievement Medal (AFAM) for performance as Ground Safety Non-Commissioned Officer
- Promoted twice under Peer Excellence Program, advancement for outstanding performance.

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EDUCATION

UNIVERSITY OF FLORIDA - *Bachelor of Arts, History, 1988*

COMMUNITY COLLEGE OF THE AIR FORCE - *Associate of Science, Aircrew Operations, 1989*

SANTA FE COMMUNITY COLLEGE - *Associate of Science, 1986*

315 AW QUALITY PROGRAM, *Quality Specialist, May 1997*, completed courses in: Leadership and Performance Management, Metrics and Self-Assessment, Team Dynamics, Total Quality Management, and Stephen Covey "Seven Habits of Highly Successful People."

SKILLS

- Effective and experienced in dealing with persons from different countries, cultures and socio-economic backgrounds.
- Proficient in a wide range of Windows based software (e.g. Office, WordPerfect, Lotus.)
- Familiar with Visual Basic, Qbasic, DOS, and SAS.

ACTIVITIES

Member of the AUBER (Association for University Business and Economic Research) Board of Directors 2000-2001.