

# SARAH K. SPILMAN

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EDUCATION	Master of Arts, Sociology, University of Iowa (Iowa City, IA), 2004 Bachelor of Arts, Sociology, Augsburg College (Minneapolis, MN), 1999
PROFESSIONAL HISTORY	Owner and Principal Consultant, September 2020-present Diligent Research & Consulting, LLC, Urbandale, IA <ul style="list-style-type: none"><li>• Founded, operated, and managed research and consulting limited liability company, with tasks including marketing, business planning, client development, employee and subcontractor management, and oversight of all financial and legal business obligations</li><li>• Worked with individual and corporate clients to provide research expertise, project management, strategic planning, and business development services using evidence-based research, stakeholder interviews and surveys, and industry best practices</li><li>• Partnered with client subject matter experts to plan, write, edit, and fact-check content for blog posts, corporate reports, academic manuscripts, and book chapters</li><li>• Managed project timelines, consultant-client collaboration, and goal achievement for contracts and subcontracts to ensure all activities were performed on budget and on schedule</li></ul> Research Data Analyst, August 2012-August 2020 Trauma Services, UnityPoint Health, Des Moines, IA <ul style="list-style-type: none"><li>• Directed trauma research program by assessing department capacity and priorities; facilitating collaborative, multidisciplinary research teams; and determining project scope, study objectives, and project timelines</li><li>• Developed study protocols and designed data collection processes while ensuring ethical compliance of projects with institutional and federal guidelines</li><li>• Executed data collection, data validation, statistical analysis, and synthesis of study findings into tables, figures, and infographics</li><li>• Managed dissemination of study findings through preparation of internal reports, national conference presentations, and academic manuscripts; tasks included primary content writing and editing, journal selection, consolidation of co-author edits, formatting manuscripts, and management of publication cycle</li><li>• Identified and trended healthcare quality issues by developing research methodologies and data collection methods, running statistical analyses, producing quarterly and annual reports, and facilitating discussions with department and hospital leadership</li></ul> Assistant Project Director & Data Manager, September 2006-August 2012 Iowa State University (2006-2010) & University of California-Davis (2011-2012), Ames, IA <ul style="list-style-type: none"><li>• Directed operations for multiple National Institutes of Health-funded research projects, including management of data collection and supervision of staff and student professionals</li><li>• Managed survey design, field and telephone data collection, data processing, and data archives</li><li>• Prepared codebooks, technical reports, academic manuscripts, and conference presentations</li></ul> Capstone Course Co-Instructor, August 2004-July 2006 Department of Sociology, University of Iowa, Iowa City, IA  Communications and Research Associate, May 2000-August 2002 Minnesota Private College Council, Fund & Research Foundation, St. Paul, MN  Planner, May 1999-May 2000 Minnesota Planning, St. Paul, MN
COMPUTER SKILLS	Microsoft Office Suite: Highly proficient in Word, Excel, PowerPoint, Outlook Statistical Software: SPSS Statistics package Research Software and Platforms: EndNote; SurveyMonkey; RedCap; Qualtrics