Sarah Johnson

# Education

**University of Memphis**

Bachelor in Business Economics **Aug 2015**

Master of City and Regional Planning **Aug 2021**

* *Capstone: Addressing Neglect in the Private Rental Market*

# Work Experience

**Eviction Lab** *Princeton, NJ*

*Research Specialist* **August 2024 - current**

* Will use R to research rental housing problems

**Affordable Housing Institute** *Boston, MA*

*Communications Specialist* **May 2024 - July 2024**

* Worked as a Teaching Assistant at Harvard GSD for Real Estate Development & Finance Fundamentals classes taught by AHI CEO David Smith.
* Communicate updates of AHI work on social media, including projects and fundraisers.

**Shelby County Department of Housing** *Memphis, TN*

*Business Service Analyst* **Oct 2023 - Mar 2024**

* Developed a website to provide frequently requested information regarding our Home Rehabilitation Program for contractors, residents, and internal use.
* Wrote sections of annual plans and grant applications detailing the needs of the local housing community, purposes of our organization, and services we provided with planned expansions.
* Created and described maps, graphs, and tables in static and interactive formats for reports, grants, and local officials. Utilized data from a variety of sources including the Census Bureau, CHAS, and assessor’s database, using R to manage datasets and convert information into visuals.
* Aided a local nonprofit in fulfilling HUD grant application requirements, resulting in an $8M+ award for the agency.

*Intake/Outreach Coordinator* **Apr 2022 - Sep 2023**

* Conducted intake for our home rehabilitation program and created a database to organize client and project information.
* Read and understood HUD regulations to ensure our program remained compliant with federal laws. Summarized these rules into clear terms to train my replacement upon promotion.
* Developed a needs-based ranking system to select applicants based on factors such as age, housing quality, and income, rather than the existing first-come first-serve method.

**University of Memphis** *Memphis, TN* **Aug 2019 - Apr 2020**

*Graduate Assistant*

* Researched St. Louis’ land banking practices and methods of revitalizing vacant land by the public, private, and nonprofit sectors, with a focus on public-private partnerships.

**Shelby County Department of Housing** *Memphis, TN* **Aug 2018 - Apr 2019**

*Graduate Assistant*

* Analyzed and described local housing needs and market conditions for the department’s Five-Year Comprehensive Plan.

# Technical Skills

**Programming languages/frameworks/software:** R, RStudio, Quarto, HTML, CSS, SCSS, Bootstrap, JS, VueJS, SQL, Git, Github, VSCode, Netlify, DigitalOcean

R is my primary tool for data wrangling (including geospatial data), analysis, static and interactive graphing, web scraping, and accessing APIs. I utilize Quarto for publishing this information as websites, dashboards, and presentations.

### R Packages

R packages are a collection of functions that help users automate specified tasks. I developed the following R packages which are freely available to download and use via GitHub:

* tidychas: Access HUD’s CHAS dataset in a tidy format.
* memphis311: Access Memphis 311 data via API.
* mk8dx: Convert Mario Kart speedrunning data to tabular format.

# Older Experience

**International Paper** *Memphis, TN* **July 2017 - Jan 2019**

*Training Administrator*

* Created training material for new hires and employees transferring positions within the company.
* Ensured material was understandable to someone unfamiliar with jargon, working with SMEs to verify accuracy while maintaining simplicity

**Dragon Spirit Newspaper** *Collierville, TN* **Aug 2010 - May 2012**

*Editor, Photographer, Columnist*

* Wrote and edited articles for high school newspaper, including a monthly column.
* Pursued interviews with students and local community figures; photographed events.
* Assigned articles to writers, ensured timely delivery, and proofread stories.
* Sold newspapers classroom-to-classroom and persuaded local businesses to purchase ad space.
* Attended journalism camp at the University of Alabama to learn best practices.