

# David Arthur Sparace

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## SUMMARY

David Sparace is a seasoned university administrator with over 9 years of experience within higher education. David specializes in data analysis, engineering, and leveraging vast amounts of data for relevant insights. Creativity, innovation and problem-solving skills are among David's key strengths and are fueled by his background as a practicing artist.

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## EDUCATION

Virginia Commonwealth University, VA  
Bachelor of Fine Arts | Summa cum Laude | May 2017  
Painting and Printmaking

Virginia Commonwealth University, VA  
Master of Decision Analytics | Presently enrolled

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## WORK EXPERIENCE

### **CRM Business Systems Analyst, VCU Admissions Office, Richmond, VA | July 2021 – Present**

- Assist with the implementation, development, and system administration of the CRM solution Slate
- Serve as the lead database administrator of VCU admissions Slate instance for the Graduate School
- Provide database support of VCU Admissions undergraduate Slate instance
- Recommend approaches to CRM design
- Establish automated data feeds two and from third party databases and maintain overall data accuracy.
- Create marketing campaigns for prospective students
- Create and maintain VCU's multiple online application forms and related admissions events and webpages
- Develop ad-hoc queries and reports as needed for general reporting and processing of student information

### **Institutional Research Analyst, VCU Office of Institutional Research and Decision Support, Richmond, VA | June 2019 – July 2021**

- Create and maintain reporting projects to respond to federal and state mandatory surveys
- Utilize SAS and SQL code to access VCU's ODS and generate custom reports on admissions, enrollment, financial aid and human resource data.
- Collaborate with academic units and administrative constituencies throughout the institution to provide institutional research data and analysis for strategic initiatives.
- Regularly perform data extraction, manipulation, analysis, and interpretation in response to external and internal ad-hoc inquiries.
- Additional projects responsibilities:
  - Provide regular analysis and data visualization for VCU's First Destination graduation survey.
  - Currently participating in a project to mine and restructure Degree Works data to aid in graduation, retention, and general intuitional reporting.

### **Coordinator of Degree Audit Operations, VCU Records and Registration, Richmond, VA | January 2018 – May 2019**

- Access and update confidential student records in various databases in accordance with university policies procedures.
- Aid in the maintenance of Degree Works functional components, monitoring the accuracy of degree audit requirements for approximately 600 undergraduate, graduate and professional programs of study, affecting nearly 30,000 active students.
- Utilize Scribe coding language to create and edit degree audit requirements within the Degree Works interface.
- Process substitution, waiver, and change of major/minor requests for all undergraduate/graduate School of the Arts programs.

- Receive and process student graduation applications using Banner student database.
- Maintain university forms and spreadsheets through Google Drive, and communicate with academic advisers and administrators through multiple shared department email accounts.
- Collaborate with School of the Arts Associate dean, department chairs, and academic advisers frequently to listen to and anticipate needs and provide clear detailed explanations and instructions.
- Create and execute reports in SAS EG to identify, gather, and adjust student data.
- Assist with the development, maintenance, and communication of training material for faculty and professional advisers.

**Records Specialist, VCU Records and Registration, Richmond, VA | September 2017 – January 2018**

- Responded to a broad range of inquiries through departments main line and directed calls as needed.
- Maintained numerous confidential student information databases.
- Processed transcript requests and enrollment verifications in accordance with the Family Educational Rights and Privacy Act.
- Documented incoming check payments and outgoing shipments through the use of multiple spreadsheets.
- Personally developed a log of routine department questions and answers to aid in training new employees.

**Computer Lab Technician, VCU Art Foundation (AFO), Richmond, VA | August 2016 – May 2017**

- Assisted students with the use of Adobe Creative Suite, scanners, laser cutter, and vinyl cutter.
- Prepared individual and group presentations for students, faculty, and professors.
- Prepared and processed prints with a large format printer.
- Maintained inventory of department supplies and provided routine general maintenance of computer lab equipment.

**Picture Framer, Fan Frame and Fine Art, Richmond VA | August 2016 – Present**

- Responsible for the cutting and joining of a variety of custom finished picture frame molding
- Professionally install original art using a variety of frames, glazing and matting following archival practices
- Provide routine tool maintenance

**Printmaking Assistant, Triple Stamp Press, Richmond, VA | January 2015 – December 2015**

- Maintained screens for screen printing by burning and reclaiming screens
- Assisted with printing of shirts, apparel, and posters

**Printmaking Shop Technician, VCU Painting and Printmaking, Richmond, VA | September 2014 – December 2015**

- Provided technical support for students, maintained etching chemical supplies, provided general shop maintenance

**Administrative Assistant, VCU Art Foundation (AFO), Richmond, VA | August 2014 – May 2017**

- First point of contact for individuals with departmental questions.
  - Key personnel at orientation events, provided general student direction, reviewed schedules, and submitted course documents.
  - Performed presentations at orientations and recruitment events to prospective and new students about the AFO program.
  - Scheduled advising appointments, portfolio reviews, and installation of artwork for open house events and accreditations.
  - Tracked availability of classroom and studio facilities to assign to faculty and for student programming.
  - Oversaw the equipment loan program for students and tracked location of equipment used by faculty.
  - Photographed and videoed student events and created promotional materials with Adobe Photoshop, Illustrator, and Premiere.
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## TEACHING EXPERIENCE

**VCU Summer Intensive Teaching Assistant, VCUarts Crafts department, Metalsmithing, Richmond VA | July 2017**  
**VCU Teaching Assistant, VCUarts Crafts department, Beginning Metalsmithing, Richmond VA | Jan 2017- May 2017**  
**VCU Teaching Assistant, University Focused Inquiry Program, Richmond, VA | August 2014 – May 2015**

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## GRANT WRITING EXPERIENCE

**VCU Undergraduate Research Grant, VCU Arts, Richmond, VA | \$3,500 Awarded May 2015**

- Led undergraduate research team in collaboration with four art and design departments investigating the sustainability of skateboarding through the hand-made production of skateboards.
  - Wrote and edited grant proposal and budget, managed the research team, and coordinated group meetings.
  - Responsible for ordering of materials, and negotiations between departments for resources access.
  - Oversaw interactive workshops, demonstrations, and managed public relations between university departments, reporters, general public, and vendors.
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## COMMUNITY ENGAGEMENT

**Service Project Coordinator, Remnant Church Community Group, Richmond, VA | January 2015 – March 2020**

- Manage Carytown Pumpkin Palooza, an annual outreach event held two consecutive years of over 200 individuals that focused on family engagement.
  - Partner with Safe Haven to serve monthly meals to residents and serve as a planner and coordinator of 15 volunteers.
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## AWARDS AND ACCOMPLISHMENTS

### Scholarships

- VCU Arts Research Grant of \$3,500 (2015)
- VCU Dean's Scholarship (2015, 2014, 2013)
- VCU \$5000 Renewable Scholarship (2015, 2014, 2013)
- VCU Dean's List (2013-Present)
- Peachtree Student Award (2015)
- James Kieran Foley Memorial Scholarship (2013)

### Grants

- Awarded \$3,500 VCU undergraduate research grant investigating sustainability of the hand-made production of skateboards.
  - Research grant was featured in the following publications
    - Reid, Kathleen. "Integrity In Art The Sustainable Skateboard Project Painting and Printmaking." *VCU Arts Studio* (2015): 11. Print.
    - "Arts Research Collaborative Thinking Creative Solutions." *VCU Arts Preview Book* (2015): 48. Print.
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## EXHIBITION HISTORY

### 2022

- FEAST – Group show – Shockoe Artspace, Richmond VA

### 2021

- The Things We Build: 10 Years of Shockoe Artspace – Group Show – Shockoe Artspace, Richmond, VA

### 2017

- Juried Senior Show – VCU Fine Arts Building, Richmond VA
- 4<sup>th</sup> Annual So Fresh So Clean International Student Exhibition – Group Show – Digital exhibition

### 2016

- Presence Within the Void – Solo Show – VCU Painting and Printmaking 305 Gallery, Richmond, VA
- Annual Juried Undergraduate Exhibition – Group Show – VCU Anderson Gallery, Richmond VA
- VCUarts Juried Student Exhibition – Group Show – Project 1 Homes Gallery, Richmond VA
- A Clean Getaway – Group Show – Tobacco Warehouse 24, 2601 Maury St, Richmond VA

### 2015

- State of the Arts – Group show – FELC Gallery, Richmond, VA