

# Darcy A. Schaeffer, B.A., M.L.S.

## EDUCATION

University of Maryland  
Masters of Library Science, 2011

Emory University

- Bachelor of Arts in International Studies  
Minor in English, 2006
- Graduated Magna Cum Laude
- Authored and Published an Honors Thesis
- Member of Phi Beta Kappa



## PROFESSIONAL EXPERIENCE

### **Research & Planning Consultants, L.P.**

Research Assistant & Analyst (2007-2011)

Consultant (2011-Present)

- Manage projects as main point of contact with clients
- Synthesize qualitative research for health planning documents, Certificate of Need Analysis and commercial litigation
- Obtain and analyze quantitative data for incorporation into reports and presentations
- Research and narrate legal precedents, scholarly articles, and medical and market conditions for hospital planning documents, expert witness reports, and legal filings
- Draft, edit and finalize company reports
- Create maps incorporating demographic and health care data

### **University of Maryland**

**August 2010 – September 2011**

Graduate Assistant

Reported to lead investigators on National Science Foundation grant with responsibility for:

- Researching scholarly articles and scientific community resources related to project
- Working with team members to identify and evaluate novel mechanisms for motivating individuals to become involved in scientific endeavors
- Acting as project manager

### **Marci R. Rosenberg, P.C.**

**August 2006-2007**

Legal Assistant

Reported to Attorney Marci Rosenberg, with responsibility for

- Communications with clients, other attorneys and court officials
- Day-to-day operations of the legal office
- Creation and distribution of correspondence, legal documents and court filings

### **Research & Planning Consultants, L.P.**

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**Emory University****2002-2006**

Administrative Assistant

Reported to the Vice President and Director of Convocations, with responsibility for

- Communications with the Board of Trustees
- Day-to-day operations of the Convocations Department
- Planning and implementation of University-wide events
- Creation and distribution of written materials and daily maintenance of databases

**Southern Methodist University****(Summers) 2001 to 2004**

Financial Assistant

Reported to the Chief Financial Officer to the Provost with responsibility for

- Balancing operating budgets for multiple departments
- Preparing and presenting accounting reports
- Researching and documenting missing, incomplete and contradictory financial data