

CLIENT'S NAME

DATA ANALYST

City, State Zip Code
123.456.7890
resumesamples@gmail.com

QUALIFICATIONS PROFILE

Highly analytical, multifaceted, and proactive professional, with broad-ranging experience in data analysis and visualization, IT support, and database administration. Equipped with proven adeptness in interpreting complex datasets and generating actionable insights using visualization tools, as well as in presenting findings to support the business/research needs. Adept at using VB, C#, Python, Java, JavaScript, CSS/HTML, and PowerShell to enable effective automation and data manipulation. Armed with strong attention-to-detail skills combined with creative thinking to develop innovative solutions for IT systems and processes. Expert at motivating, guiding, and leading teams while collaborating with all levels of professionals.

AREAS OF EXPERTISE

User Interface (UI) Development | Network Administration | Video Game Development | Data Modeling and Analytics
Database Development | Quality Assurance and Testing | System Upgrades and Enhancements

RELEVANT EXPERIENCE

COMPANY NAME, CITY, STATE

Variable Data Analyst and Automation Developer

03/2022–Present

- Implement and oversee content management system (CMS) and mail management platform (MMP), enabling customers to submit artwork and content on lettering to be standardized by the system to ensure consistency without employee deviations.
- Effectively handle record quantities between 10,000 and 300,000 over the course of weeks or months.
- Simplify the ingestion of customer data and procedures outside MMP scope through automation using Objectif Lune software and PowerShell scripting.
- Generate creative templates for data processing and composition.
- Demonstrate in-depth knowledge of postal and shipping processing in administering BCC mail management software, including mail presorting and machine inserting.
- Provide metrics and historical data using reporting and Power BI, including internal office metrics, to various teams and departments.

COMPANY NAME, CITY, STATE

Software Administrator | Subject Matter Expert (SME) Coordinator

11/2021–03/2022

- Supported team members on over 30 IT projects, such as the following:
 - Implementation of automation for existing and ongoing services, encompassing underwriting, customized loan programs, reporting, pull requests, and financial calculations;
 - Documentation and analysis for various business models and internal programming; and
 - Learning, development, and integration of AWS S3 for current and future systems.
- Delivered first response to levels 1 to 3 internal and external tickets.
- Provided hands-on assistance with the restructuring and refinement of internal IT systems while enhancing financial formulas and data retrieval from databases.
- Offered strategic insights on short-term and long-term goals and milestones for upcoming improvements in alignment with the company's new status.
- Conferred with financial executives to present impact reports.

Key Highlight

- ✓ Made major contributions by automating and streamlining processes for a mid-sized company with over 75,000 purchased and serviced loans, resulting in significant growth across various sectors, including CDL driver training, information technology, culinary arts, skilled trades, cosmetology, film production, and healthcare.

COMPANY NAME, CITY, STATE

Front-Office Administrator

04/2020–11/2021

- Coordinated scheduling and troubleshooting of issues for new and returning patients through phone, email, and in-person communication.
- Proactively attended continuous on-the-job training on medical information.
- Assumed responsibility for overseeing and implementing new technologies, including electronic medical records (EMRs) and electronic payment.
- Rendered support to staff on various duties, such as managing incoming and outgoing office calls, organizing and retrieving medical records, and communicating with pharmaceutical and medical organizations.

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Key Highlight

- ✓ Aided in facilitating the onboarding and upgrade of front-office tools, including networking, scheduling software, and communication platforms for patients, representatives, and medical facilities.

COMPANY NAME, CITY, STATE

Freelance Contractor

06/2015–10/2019

- Held accountability for help desk support and troubleshooting, forum management, and video game design services.
- Participated in various projects involving software, applications, and reporting for Windows and Android-based systems.

COMPANY NAME, CITY, STATE

IT Specialist Programming Lead (APPSW) [GS-11]

06/2010–09/2017

Intern, 2 Years and 10 Months

- Supervised the Development and Sustainment teams of up to 30 members, offering state-of-the-art, user-friendly technological solutions.
- Directed and performed multiple long-term projects simultaneously.
- Carried out in-depth initial needs analysis to identify client issues and matched appropriate team members for project selection to ensure successful outcomes.
- Prepared various records and reports to keep the clients and superiors informed of project status.
- Onboarded new department employees and improved their knowledge bases through comprehensive training.

OTHER EXPERIENCE

COMPANY NAME, CITY, STATE

Resident Assistant (RA)

08/2010–06/2015

EDUCATION

Master of Science in Computer Science

University Name | City, State

Bachelor of Science in Computer Science and Information Management Systems

University Name | City, State

TECHNICAL ACUMEN

Systems

Adobe Suite | APIs | CSS | DHCP | IIS | Mail Management Software | Microsoft SQL
Microsoft Windows Server | Microsoft Office Suite (Word, Excel, and PowerPoint)

Coding Languages

.NET/ASP. NET | Android | C/C++/C# | Git | HTML | Java | JavaScript
JSON | Python | PowerShell | SQL | TCP/IP | Visual Basic