

Mary Claire

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SUMMARY

Data Analyst with 4 years of experience & 4 years in Graphic Design with a track record of taking initiative & learning new tools to streamline processes and drive impact. Looking for a high-growth business analyst role.

PROFESSIONAL EXPERIENCES

COMPANY SOLUTIONS, INC., *a business process management software platform*

Lead Business Analyst | San Luis Obispo, CA | 11/2020 - Present

- Managed a team of 6 analysts who maintain confluence wikis for 12+ enterprise clients
- Oversaw schedule of the sprint cycle, testing, and release of monthly changes to 12+ databases.
- Built a new KPI tracking system to improve cross-department communication, transparency, & on-time releases
- Facilitated monthly planning and sprints including maintenance of backlog items/projects and team KPIs.
- Acted as point person to liaise between external clients and internal teams to ensure on-time project deployments
- Created scripts to reduce turnaround time on frequent client requests from 1-2 weeks to within 18 hours.

Business Analyst | San Luis Obispo, CA | 11/2019 - 11/2020

- Translated 15 client requests/wk into product specifications and analyzed product dependencies affected by changes
- Updated and analyzed internal databases using MS SQL Server, Excel, and Azure DevOps

TSHIRTS ALL DAY, *custom product & apparel supplier*

Supplier Network Administrator (Pricing Analyst) | San Luis Obispo, CA | 04/2019 - 11/2019

- Reconciled \$50,000 annual purchases, leading weekly reverse-bid negotiation to lower upstream supply chain cost, saving an average of \$5,000 annually.
- Tracked prices for the top 500 items purchased by the firm across 8 data dashboards and communicated suggested action items with the logistics department and upper management.

Lead Production Artist (Assistant Manager) | San Luis Obispo, CA | 08/2017 - 04/2019

- Developed role-based Google Sheet database and dashboards; reduced administrative time by 300 hours/week.
- Managed a team of 10 with weekly 1:1 meetings to provide coaching and answer questions.
- Led employee engagement initiative, resulting in a 20% reported increase in team satisfaction; annual events were doubled without an increase in budget.
- Awarded 7 times for being in the top 10% of performers for the department.

Merchandise Development Intern | San Luis Obispo, CA | 06/2017 - 08/2017

- Analyzed product opportunities to generate 6 reports for executive leadership.
- Learned Google Analytics to analyze site visitor movement and clicks per page, and entrance and exit statistics.

Expert Production Artist | San Luis Obispo, CA | 01/2017 - 06/2017

- Processed artwork for screen printing orders to complete 15-20 pieces of artwork per day.

Production/Hybrid Artist | San Luis Obispo, CA | 04/2015 - 01/2017

- Improved efficiency by organizing a list of 50 useful macros for production processes
- Worked with a team to collectively complete 15-30 orders per day.
- Processed artwork for screen printing orders maintaining over 96% accuracy.
- Exceeded training expectations, meeting KPI expectations in 50% of the normal ramping time.

ANALYTICS PROJECTS

Etsy Competition Automation Project: Built a web scraper using Selenium and Python in a Jupyter Notebook to pull & filter 300 Etsy candle listings with customer reviews and exported to Excel for easy reference.

EDUCATION

Duke University | Introduction to Probability and Data with R | Online | 12/2020

LinkedIn Learning | Learning SQL Programming | Online | 06/2020

HarvardX | CS50's Introduction to Computer Science | Online | 07/2020

U.C. Davis | B.A. Art and Visual Technology | Davis, CA | 09/2011 - 06/2014

Sacramento City College | Associate in Science | Sacramento, CA | 09/2009 - 06/2011

SKILLS & INTERESTS

Data Analysis (SQL, R, Python, Tableau, Excel/Google Sheets), Google Analytics, Zendesk, Azure DevOps, Mailchimp, Wix, Graphic Design (Canva, Adobe Illustrator, Adobe Photoshop), Trello, Square, PowerPoint, Google Suite, Sculpture

Anton Aramak

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SUMMARY

Data Analyst with 5 years in Journalism & Project Management. Passionate about effective storytelling through data to drive teams & communities to action. Looking for a high-growth data analyst position.

RELEVANT EXPERIENCE

HABITAT FOR HUMANITY, *global housing non-profit*

Digital Analytics & Communications Fellow | New York City, NY | 10/2020 - 03/2021

- Created prototype for public-facing analytics dashboard to make it easier to monitor language use, location, and keyword frequency of radio stations across the African continent for researchers.
- Replicated spread analysis that predicts COVID spread in refugee camps & created consumer-facing infographics using python, adobe illustrator & Indesign to communicate public health recommendations to policy makers
- Contributed to an annual report by brainstorming concepts for design elements, sourcing logos and icons, and provided editorial support to make the report more concise and accessible to a lay audience.
- Collaborated on storyboarding, wrote script, provided voiceover & editing to create motion graphic video to raise awareness of research at the Cox's Bazar Refugee Camp

SCIENCE RESEARCH, Scientific research non-profit organization

Data Analyst Intern | New York, NY | 10/2019 - 03/2020

- Learned webscraping and wrote & troubleshooted R script to successfully scrape and create a data set of 560 news articles featuring quantitative language to analyze quantitative literacy of adults in the US.
- Enriched the dataset by labeling data and built a test-train random forest model to scale scraping & classification
- Hypothesized and validated the existence of 9 categories of quantitative language.
- Acted as project manager, liaising between linguistics and engineering teams to execute projects on time.
- Wrote methods section for and edited 2 academic papers for publication

SELECTED CONSULTING & OTHER PROJECTS

Data Science & User Experience Consultant | Remote | 08/2019 - 11/2020

- **Client - Boston Aquarium** - Used Google Data Studio & pulled data from SiteImprove to analyze livestream viewing audience metrics. Built recommendations to improve viewers to email subscription rates from 0.2% to 1%.
- **Client - Foundation Institute** - Recruited 8 users, conducted user tests, & delivered design mockups for website.
- **Kaggle Project** - Used sentiment (NRC, AFINN) & word frequency analysis to identify discussion topics & language trends of Star Wars characters
- **Portfolio Project** - Cleaned (using OpenRefine), reshaped, and enriched personal music listening data from Pandora and Apple music to identify activity and genre trends
- **Portfolio Project** - Conducted exploratory analysis to identify best Twitter practices for driving engagement

JOURNALISM & COMMUNICATION EXPERIENCES

THE DAY, Digital Editorial Department

Editorial Associate | New York, NY | 03/2017 - 08/2019

- Wrote 1-3 ~250-word articles per day and edited ~20 articles per week
- Created 1-2 weekly videos summarizing breaking news, incorporating political cartoons, and engaging articles
- Coordinated with partner websites to identify 5-10 syndicated featured content pieces per week
- Redesigned public process and trained 2 new members onto new publication management software
- Supervised 8 interns, ensuring on-time project completion and that they had a motivating & positive work experience

Editorial Intern (Breaking News) | New York, NY | 08/2016 - 01/2017

- Curated, reviewed, uploaded, and published syndicated ~8 articles/day, ensuring articles, captions, images were correct and posted on time with only 2 mistakes across the entire internship
- Ensured readers had fast & accurate election news coverage by matching breakneck speed of news team

EDUCATION

Fordham University | M.S. In Data Analytics & Visualization | New York City, NY | 08/2019 - 05/2021 (expected)

Fordham University | Advanced Certificate in User Experience | New York City, NY | 08/2019 - 05/2021 (expected)

Boston University | B.A. Physics & Journalism | Boston, MA | 08/2012 - 05/2016

SKILLS

Data Analytics (Python, pandas, R, SQL, Tableau, Matplotlib, Excel); Business Metric Tracking (Chartbeat, Google Analytics, Google Data Studio), Project Management (Trello), Web Design (HTML, CSS, Javascript, Bootstrap), Graphic Design (Figma, InDesign, Illustrator), Video Design (Premiere Pro), Content Management System (Wordpress)

Jane Jerry

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SUMMARY

Driven Business Analyst with a track record of taking initiative & learning new tools to streamline processes and drive impact. Looking to leverage 2 years of industry experience and self-starter nature for a high-growth business analyst role.

RELEVANT PROFESSIONAL EXPERIENCES

STANDING ENTERPRISES, *firm providing data analytics services to brick & mortar businesses in St. Louis, MO*

Lead Business Analyst | Detroit, MI | 11/2018 - 05/2021

- Grew net profits by 5% and 10% in Year 1 & Year 2 by coordinating 5 analysts to provide data insights to 7 managers at brick & mortar businesses.
- Collaborated with an IT team of 12-15 people to build out database management best practices and led migration from Microsoft Management Studio and Oracle to Symphony POS system.
- Reduced costs by 5% through analysis of product sales and operating hours.
 - Identified and cut 20 lowest performing menu items by analyzing data in SQL: queried 5 years data from Microsoft Management Studio database, removed outlier data points in Excel (ex. dates impacted by COVID-19), and filtered by specific item.
 - Built a heatmap analysis of foot traffic volume by time in Tableau to enable management to reset and optimize store hours. Used SQL to query previous 5 months of sales data from Symphony POS and organized it by hour in Excel.
- Trained 4 analysts on SQL, database management, project management, and Tableau.
- Created a 15-page onboarding guide still being used for training today.

ADDITIONAL PROFESSIONAL EXPERIENCES

MAGNET CONTROLS, *manufacturer of custom control panels and wire harness assemblies*

Electrical Engineering Intern | St Louis, MO | 05/2020 - Present

- Led and finished the assembly of 500 solar panels across a multi-month project
- Built 25-50 terminal computer boards and ~150 food simulators/week that allowed food industry clients to maintain food safety and quality standards.
- Built and supplied customer assemblies that met customer design requirements: assembled various electrical components including solar panel wire harnesses, computing boards, and terminal blocks.

WHITEMAN AIR FORCE BASE, *United States Air Force base*

Materials Engineering Intern | Johnson County, MO | 05/2019 - 03/2020

- Conducted research on the failure point of various titanium super alloys and characterized the microstructure to quantify grain distribution and second phase particles.
- Interpreted the stress-strain rate response of metallic structural materials during continuous heat treatment.

MAJOR DISTRIBUTION, *leader in automotive specialty products marketing and warehouse distribution*

Fulfillment Associate | Kansas City, MO | 05/2018 - 08/2018

- Maintained an above-average work efficiency between 95-120% compared to average of 90%, including cases selected per hour and orders completed per hour.
- Safely and efficiently operated heavy equipment within a distribution facility.

EDUCATION

Missouri State University | B.S. Mechanical Engineering | Springfield, MO | 08/2017 - 05/2021

SKILLS

Data Analysis (SQL, Microsoft Excel), Data Visualization (Tableau), Database Storage (Microsoft Management Studio, Symphony POS system from Oracle), Coding Languages (C++, HTML/CSS, Java, Javascript, Python), Trello, Microsoft PowerPoint, Google Suite