JANE DOE

Data Analyst

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Self-motivated, analytical, and detail-oriented Data Analyst with comprehensive knowledge of utilizing different mathematical techniques in data analysis, optimization, and modeling. Equipped with strong communication skills to present and communicate work results to diverse audiences. A team player with the ability to work cross-functionally to achieve research goals and meet tight deadlines. Possess effective problem-solving skills to understand data, identify where the action is needed, and recommend data-driven solutions. Looking for a challenging Data Analytics role in a global business consulting and services firm.

KEY SKILLS

Data Analysis | Financial Modelling | Data Visualization
Strong Presentation Skills | Advanced Statistics | Experimental Design and Analytics
Time Management | Research Skills | Public Speaking

EDUCATION

DePaul University • **Bachelor of Science in Applied Mathematics** • GPA: 3.9/4.0   **2020**
Relevant Coursework: Data Analytics, Statistics, Applied Mathematics, Computational Mathematics, and Actuarial Science

PROFESSIONAL EXPERIENCE

Company A • New York, NY
Warehouse Worker   **Nov 2021 – Present**
Company A specializes in food logistics, has a turnover of $9B, and employs over 12K people at more than 130 locations in 16 European countries.
Responsible for assisting in warehouse operations and activities to increase efficiency, profitability, and customer satisfaction. Reported to the Team Leader.

- Leverage time management skills to prepare and complete large production of orders for delivery or pickup according to schedule; review orders and establish priorities; develop and implement a system to optimize the production process, ensuring orders are completed within deadlines
- Perform inventory controls and keep quality standards high for audits; employ strong attention to details in identifying and tracking the quantity and location of materials in the warehouse, ensuring the accuracy of displays and orders
- Analyze existing practices and identify opportunities for improvement; develop and implement strategies to minimize the time spent on each display, increasing the efficiency of the production process; reduced production time from 1 day to just a few hours

Company B • New York, NY
Research Assistant   **Jun 2019 – Aug 2019**
Company B is one of the largest universities in the US, with about 23K students and 300 programs.
Responsible for gathering accurate and credible information on substances and summarizing findings to support the successful completion of the Green Chemistry research project. Reported to the Lead Professor.

- Collaborated with research coordinator on the synthesis of a new compound to be used for CO_2 reduction; performed DFT calculations to identify structure, understand properties, and predict behavior
- Analyzed and developed findings and reports through the use of data science; visualized results to make data tangible and usable summer for the research project team
- Maintained an accurate record of over 500 substances from the lab's inventory; utilized MS Excel spreadsheet to create a detailed report of the substances' characteristics and properties; enabled accessibility of data collected for research work

English Language Academy (ELA) Tutor   **Sep 2016 – Nov 2016**
Responsible for facilitating one-on-one and small group lessons to cater to the students' needs and help them enhance their English language skills. Reported to the teachers in charge of the tutoring group.

- Mentored international students to help with their transition into the program; identified the students' individual needs and formulated a tailored lesson plan that targeted their opportunities for improvement; enabled the students to pass their exams and move up to a higher level in the following quarter

- Assisted students with homework and developing their English skills; taught students effective note-taking techniques and recommended useful resources; reviewed and provided feedback on students' work to encourage enhanced performance; led to an average 20% TOEFL score increase

Company C • Lemont, IL
Research Member (Internship)   **Mar 2019 – Mar 2019**

Company C is a science and engineering research laboratory with 3.4K employees and an annual operating budget of $760M supporting over 200 projects.

Responsible for administering data gathering, analytics, and reporting to support the effective execution of science and engineering research projects. Reported to the Lead Professor.

- Supported science and engineering research activities; gathered X-ray data during beamtime at the Advanced Photon Source synchrotron for compounds created by the coordinating professors; implemented measures to ensure data quality for analytics
- Facilitated meaningful analysis of experimental data; evaluated the collected data and communicated key insights to project leaders, furthering the understanding of the compound's properties; summarized and generated reports of findings, empowering the research team to make data-driven decisions and conclusions

ORGANIZATIONS

Organization A • Chicago, IL
Student Presenter   **May 2019**

Organization B • Chicago, IL
Student Presenter   **Apr 2019**

Organization C • Chicago, IL
Panel Member   **Feb 2018**

PROFESSIONAL CERTIFICATIONS

Google Certification • Analytics and Digital Marketing Courses	**2021**
Data Camp and LinkedIn Learning • Learning R and SQL For Data	**2021**
ANKA - Acquisition of the Python Language Seminar • Python Language Basic Functions and Step-by-Step Use	**2021**

PROJECTS

DePaul University • Chicago, IL
COVID-19 Project   **Jan 2020 – Mar 2020**
Responsible for analyzing the mathematical models used to monitor the pandemic to identify the trend of COVID-19 cases.

Population Estimate Project   **Sep 2019 – Nov 2019**
Responsible for developing a mathematical model, optimizing population data in different age groups, and researching growth/decline to estimate Greece's population in 50 years.

TECHNICAL SKILLS

Python Programming Language, SPSS, MATLAB, Maple, Microsoft Office Products (Advanced Excel, Word, PowerPoint, Outlook)

LANGUAGES

Greek (Native), English (Fluent), German (Conversational)