

MULTI- DIMENSIONAL DATA ANALYST

**EXPERTISE**

*Data Specialist*

*Proficient in MS Office & Google Suite*

*Effective Communicator*

*Innovative*

*Strong ability to prioritize and tailor workload.*

*Goal Oriented*

*Critical Thinker*

*Solution Oriented*

*Organized*

*Proficient with Document Management*

*Project and Account Management*

*Multi-dynamic Collaborator*

*Lifelong Learner*

*Pristine Record Keeping*

*Trustworthy*

*Accountable*

**QUALIFICATIONS SUMMARY**

Proven record of facilitating support services in a fast-paced work environment. Strong organizational and communication skills with the ability to simultaneously direct multiple business affairs. A multitude of versatile skills that transfer into any business setting to create and maintain high levels of efficiency and productivity. Advanced understanding of Data Entry and Analytics with great diligence resulting in superior service. Trusted advocate, department liaison and Data Analyst.

**RELEVANT PROFESSIONAL EXPERIENCE**

**BrigaCare****April 2024- July 2024****Tigard, OR****Database Administrator & Maintenance Billing**

- Developed and maintained automations within SmartSuite to optimize workflows and increase efficiency.
- Trained new employees on the effective use of SmartSuite, ensuring smooth onboarding and proficient use of the platform.
- Created custom views and dashboards tailored to meet specific client needs, enhancing data visibility and accessibility.
- Managed the day-to-day operations of the client database, ensuring data integrity and seamless functionality.
- Submitted maintenance hours into eXPRS from behavioral specialist.

**BIAMP****April 2022- January 2024****Tigard, OR****Data Entry Specialist**

- Assisted in large-scale changes, including product name changes and End-of-Life processing for three product lines.
- Removed over \$1,900,000 of obsolete stock in 20 months of obsolete stock.
- Led warranty and cost analysis for End-of-Life product lines.
- Maintained accurate record-keeping.
- Developed and enhanced data entry and analytics.
- Acted as an interdisciplinary liaison, ensuring effective communication between leadership and departments.
- Managed and oversaw Manufacture Change Order requests

**Davis Tools****December 2021- March 2022****Hillsboro, OR****Production Scheduler/Planner**

- Reviewed customer purchase orders for accuracy and MRP system entry
- Assisted with compliance in state and federal mandates, including internal audits.
- Developed a system for efficient communication of purchase order quotes.
- Analyzed data to facilitate purchase orders and anticipate customer needs.
- Maintained daily contact with multiple departments.
- Completed purchase order cycle with required documentation.
- Prepared reports for senior leadership and clients on shipments and order scheduling.
- Processed purchase requisitions for the purchasing department with outside vendors.

**DAT Solutions****June 2020- July 2021****Beaverton, OR****Billing Assistant**

- Data Processing accounts and reviewing accounts with Salesforce-Lighting
- Addressed customer needs and provided account review.
- Posted AP to appropriate accounts.
- Worked outstanding accounts to reduce AR and remove bad debt from company books.

**DATABASES**

- Access 2000
- Paycom
- SmartSuite

- Agile
- Microsoft Dynamics AX.

- PostgreSQL
- Salesforce-lighting

**Programming Languages**

- R Studio

- Python (Pandas, Numpy)

**EDUCATION**

Willamette University

New Mexico Institute of Mining and Technology (New Mexico Tech)

Master of Data Science

August 2023 – August 2024

BS, Applied Mathematics

## **CERTIFICATIONS**

- ◇ MS Office
- ◇ Google Suites
- ◇ Expert Exam SmartSuite
- ◇ Pro Exam SmartSuite