

William Higginbotham

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EDUCATION

University of Colorado

Bachelor of Science

Major in Business Administration

Cumulative GPA: 3.4

Relevant Coursework: Accounting, Auditing, Marketing, Finance, Operations.

Denver, CO

Graduated December, 2023

Rice University Data Analytics Boot Camp

Remote

Relevant Coursework: Python API, Tableau, Modeling and forecasting, SQL, CSS, HTML Jan 2024 -July2024

WORK EXPERIENCE

Brooks Towers Condominium

Denver, CO

Manager

December 2018 - December 2020

- Built Tableau dashboard to visualize core business KPIs (e.g. Maintenance costs/time), saving 2-3 hours per week of manual reporting work
- Aggregated data from 20+ different reports to build the foundation of a new ERP; led training and development of 5 person team on new ERP implementation for modernization of facilities
- Facilitated proper operations management ensuring day to day operations and proper goal management for teams.
- Developed and executed targeted marketing campaigns, resulting in a 14% increase in resident engagement.

FirstSource

Remote

Junior Data Analyst

June 2021 - Present

- Led the development of a Power BI tool to streamline enrollment processes and reduce errors raising efficiency by an estimated 5% teamwide.
- Analyzed and maintained a database of monthly users to discover trends and create visual reports.
- Collaborated with cross-functional teams to gather requirements and improve data quality, for more accurate reporting.
- Developed SQL queries to extract and manipulate data for more effective trend analysis and reporting
- Improved data accuracy through regular audits and quality checks, reducing discrepancies in Medicare enrollment data for enrollment and billing teams

Skills and Certifications

Technical Skills: SQL, HTML/CSS, Power BI, Agile, Salesforce, Tableau, Microsoft and Google Workspace; Proficient in Python API

Certifications & Training: QuickBooks Desktop (Intuit), Google Analytics (Coursera)