

Riley Franco

Commercial Truck Driver for NFI | Data Analyst | Software Engineer Whitehouse Station, New Jersey, United States [LinkedIn Profile](#) | [GitHub Portfolio](#)

Summary: Results-driven professional with a diverse background in critical thinking, problem-solving, and effective communication. Actively pursuing a Professional Certificate in CS50x from Harvard University to develop expertise in algorithms, data structures, and software development. Aspiring Software Engineer and Network Engineer. Proficient in data analysis using Python, SQL, and data visualization tools. Committed to continuous learning and multidisciplinary proficiency.

Experience:

Truck Driver | NFI August 2022 - Present (1 year 3 months)

- Highly skilled and safety-conscious Local Commercial Truck Driver servicing Staples for NFI Industries.
- Specialized in night shift operations and proficient in drop and hook operations.
- Demonstrated leadership qualities and commitment to operational excellence.
- Seeking opportunities to contribute expertise in driving, route planning, and customer service.

Driving Instructor / Trainer | Stevens Transport November 2017 - August 2022 (4 years 10 months)

- Experienced OTR Cross Country Commercial CDL Driver Trainer/Instructor.
- Proficient in delivering comprehensive training programs, prioritizing safety, and fostering professionalism.
- Skilled in curriculum development and providing constructive feedback.
- Committed to continuous learning and staying updated with industry advancements.

Human Resources Processing Manager | U.S. Security Associates, Inc. June 2012 - March 2016 (3 years 10 months)

- Managed the entire hiring process, from recruiting to onboarding, for US Security Associates Inc.
- Handled personnel forms, new-hire paperwork, and compliance with company policies.
- Trained and informed employees about job duties, benefits, and company policies.
- Managed staffing for multiple client locations, totaling over 760 hours per week.

Intern | Union Township Police Department July 2011 - August 2011 (2 months)

- Assisted with police administrative duties, including document preparation, record-keeping, and data entry.
- Supported community events and entered data into the department's systems.

Ground Operations Coordinator 11B - Team Leader/Soldier | US Army January 2006 - May 2009 (3 years 5 months)

- Served as an 11B Infantry Soldier and Grenadier in the US Army's JMRC 1st Battalion, 4th INF Regiment.
- Supported battlefield operations, supervised soldiers, enforced chain of command orders, and provided security during overseas assignments in Afghanistan.
- Recognized with two Bronze Stars and a Combat Infantry Badge for exceptional leadership.

Education:

- Bachelor of Science - BS, Criminal Justice | Mercy College

[Your Name]
[Your Email Address]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my strong interest in the Data Analyst position at [Company Name], as advertised on [Where You Found the Job Posting]. With a diverse background in critical thinking, problem-solving, and effective communication, I am excited to apply my analytical skills and passion for data to contribute to your team's success.

As highlighted in my LinkedIn profile, I am currently pursuing a Professional Certificate in Computer Science for Python Programming from Harvard University, with the aim of developing a robust skill set in data analysis and software development. My professional journey has equipped me with a unique blend of skills that I believe make me a valuable candidate for this role.

During my time as a Truck Driver at NFI, I honed my ability to operate in fast-paced environments, prioritize tasks, and maintain unwavering commitment to safety and compliance. This experience instilled in me strong work ethics, excellent communication skills, and a proven track record of delivering results, qualities that I believe are transferable to data analysis.

As a Driving Instructor/Trainer at Stevens Transport, I developed a knack for delivering comprehensive training programs and providing constructive feedback to foster professionalism. This experience taught me the importance of effective communication and the value of continuous learning, skills that are pivotal in data analysis and interpretation.

In my previous role as a Human Resources Processing Manager at U.S. Security Associates, Inc., I managed the entire hiring process, which involved reviewing resumes, conducting interviews, and ensuring compliance with company policies. This experience allowed me to develop excellent organizational skills and a keen eye for detail, essential attributes in data analysis.

My commitment to continuous learning and multidisciplinary proficiency positions me to excel in the field of data analysis. I am proficient in data analysis using Python, SQL, and data visualization tools like Microsoft Power BI, and I am eager to leverage these skills to extract meaningful insights from complex datasets and translate them into actionable recommendations.

I am enthusiastic about the opportunity to join [Company Name] and contribute to its mission of data-driven decision-making. I am confident that my diverse background, strong analytical skills, and dedication to excellence make me a valuable addition to your team.

Thank you for considering my application. I look forward to the possibility of discussing how my unique background and skills can benefit your organization. Please find my attached resume for your reference.

Sincerely,
[Your Name]