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| Data Analyst/ Business Analyst  Alex Sample | (333) 222 1111 | Sample@gmail.com  https://www.linkedin.com/AlexSample/  https://portfoliosample.com/  Dallas, TX 75025 |

# Education

Bachelor of Science in business – Drexel University – Philadelphia, PA June 2020

Majors: Business Analytics, Operations and Supply-chains Management, International Business

# Skills

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| **Python**  Libraries: pandas, matplotlib, ggplot2,  beutifulsoup2, re, os  **Power Bi**  Tools: DAX, API, Power Query | **R Programming**  Packages: dplyr, shinny, ggplot,  tm, tidyr  **SQL**  Software: SQLite, MySQL | **Excel**  Tools: Pivot Table, Pivot Chart,  VLOOKUP, HLOOKUP, VBA |

# Projects

Data Science Job market Eda – Personal Project **–** Philadelphia, PA April 2020

* Utilized **Python** to analyze 7000 data science job listings and gain insights on what it takes to land a job in analytics
* Implemented **Regex** techniques to comb through the job descriptions and identified the key requirements
* Aggregated and visualized the data by using **pandas, matplotlib** and **wordcloud** to compile a professional report

Benefit Package Benchmarking dashboard – Virtual Client’s Project **–** Philadelphia, PA February 2020

* Created a dashboard with **Power Bi** to help client compare between different employee benefit packages
* Transformed and processed client’s data by using DAX and Excel to ensure data completeness and validity
* Provided technical insights on how the client can fully utilize their data by introducing different technologies
* Consulted with client to determine the best metrics to be displayed on final product

sentiment analysis on tweets – Personal Project **–** Philadelphia, PA December 2019

* Utilized **R Studio** to perform sentiment analysis on 14,000 tweeter reviews of six major airlines
* Performed data cleaning and text analysis to successfully identified the major complaints for each airline
* Applied regression and machine learning to produce a final model with an accuracy of 88% and lift of 34%

Customer Sales Analysis – Personal Project **–** Philadelphia, PA November 2019

* Utilized **SQL** to extract data from 8 different related tables from customer sales databases using **JOIN** and **VIEW**
* Transformed and filtered data by using aggregating and filtering function to improve reporting process
* Loaded and visualized data with **Python** to identify key business intelligences that can improve sales performance

# Work Experience

Re-insurance analyst co-op **–** CHUBB Insurance **–** Philadelphia, PAMarch 2018 - October 2018

* Reconsolidated and logged premium internal re-insurance rates of major four accounts through First (Chubb’s proprietary internal MIS system)
* Implemented a new reporting using Excel Pivot and VBA which help reduced processing time by 50%
* Generated three process reports weekly for continuous accounts for financial and developmental analysis
* Analyzed domestic and international reinsurance agreement contracts wording to issue/update policies accordingly

Leasing Assitant – UACT Associates – Philadelphia, PA December 2016 - February 2018

* Organized operational expenses checkbooks for 15 properties and audited the company’s financial statement
* Promoted vacant properties through word of mouth and social media, resulting in successfully leased out 60% apartments
* Organized house tours and maintained properties through monthly inspections
* Served as a liaison between landlord, tenants, and building managers to resolve issues pertain to the properties