

JACKIE DIMARIA

Data Analyst

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PROFILE

Freshly graduated data analyst with a proven & solid 20-year result-based work history. I am motivated to contribute to your growth trajectories & business intelligence via the effective use of data analysis. I want to create stories from data to promote strategic decision making.

SKILLS	Excel - Pivots	Leadership	PostgreSQL, SQL Server
Tableau	Customer Service	Power BI	Quality Control

EXPERIENCE

Data Analyst Apprentice: Nashville Software School – Nashville, TN 07/21 to 01/22

- ❖ Team Lead on project analyzing 2016 US tax data, made recommendations to target groups, Excel dashboard
- ❖ Cleaned, filtered & queried data in PostgreSQL to identify bestselling apps based on costs, revenue, lifespan
- ❖ Created & presented visualization using PowerBI on 2018 Central Park Squirrel Census Data
- ❖ Capstone: NFL Quarterback Intelligence and Professional Success

Managed Care Coordinator: Vanderbilt Home Care Services – Nashville, TN 08/18 to present

- ❖ Verify & analyze insurance benefits, assist with programming of EMR, stay abreast of payer guidelines
- ❖ Liaise between providers, intake, clinicians, & insurance to initiate and case manage patient care
- ❖ Ensure appropriate documentation for the process of prior auth, reimbursements, appeal submissions

Senior Admin Assistant: Vanderbilt Home Care Services – Nashville, TN 02/08 to 07/18

- ❖ Generated managerial reports ad hoc, provided employee counseling, EMR & AccessVU system administrator
- ❖ Prepared payroll for 350 employees, oriented new hires, maintained personnel files, ensured employee licensure
- ❖ Successfully completed 2 state audits, coordinated month long 30th anniversary celebration, 2013 Credo Award

Market Research Intern: Cummins Filtration -- Nashville, TN 06/08 to 05/09

- ❖ Completed research requests & presented findings to stakeholders on key market opportunities, competitors
- ❖ Assisted with six sigma projects, developed & conducted surveys, performed consumer feedback & analysis

Human Resources Coordinator: Sitters Etc. -- Nashville, TN 10/06 to 05/08

- ❖ Increased quality of candidates & staff via screening, interviews, coaching, certification reviews & advertising
- ❖ Improved QA via on-site audits, maintaining client relationships, scheduling, retaining on-call status
- ❖ Ensured standardization of HR procedures, forms, training programs, in 4 Sitters Etc. offices in 2 states

Front Desk Supervisor: Marriott – Nashville, TN 02/01 to 09/06

- ❖ Managed & motivated team, improved ownership for service delivery & problem resolution
- ❖ Maintained accurate account postings, processed invoice payments, handled customer debt collection
- ❖ Improved Guest Satisfaction Scores & brand placement in the top 5 hotels within the district over three quarters

Office Manager: Cystic Fibrosis Foundation -- Nashville, TN

11/03 to 06/04

- ❖ Increased efficiency by building & improving spreadsheets to monitor various fundraising campaigns
- ❖ Passed first audit, ensured all processes adhered to policy & postings to accounts were accurately documented

Graduate Assistant: International Business Programs -- Nashville, TN

06/01 to 06/03

- ❖ Managed bookkeeping for U.S. Dept. of Education, NAFSA: International Educators & USAID funded grants
- ❖ Produced promotional materials, contributed to design & formatting of annual reports & department website
- ❖ Chaired third annual Multicultural Celebration increasing sponsorship by \$2000 over prior year

EDUCATION

- ❖ 2022 Data Analyst Certification, Nashville Software School -- Nashville, TN, USA
- ❖ 2003 MBA in Management, Tennessee State University -- Nashville, TN, USA
- ❖ 2001 BBA, Tennessee State University -- Nashville, TN, USA