ABIGAIL INGLIS

DATA ANALYST | ARTS ENTHUSIAST | PEOPLE PERSON

Nashville, TN | 860-707-3061 | abigail.t.inglis@gmail.com
github.com/atinglis314 | linkedin.com/in/abigailtinglis

PROFILE SUMMARY

Excellent communicator and emerging data analytics professional transitioning from a career in non-profit performing arts administration. Thrives in spaces where both logical strategy and creative thinking must coexist. Fast learner who is passionate about collaboration, process improvement, and transforming messy data into clean, relevant, easy-to-read, and useful insights for end users.

SKILLS

Python	Tableau	Excel PowerPivot	Data Visualization	Microsoft Office
SQL (Postgres)	Git and GitBash	CRM Databases	Pivot Tables	Data Lookups

---

EDUCATION

Nashville Software School | Nashville, TN (Remote)   Jan 2022 – Jun 2022
Certification, Data Analytics

Belmont University | Nashville, TN   Aug 2014 – May 2018
Bachelor's of Business Administration, Music Business | Summa Cum Laude

---

EXPERIENCE

Nashville Software School | Nashville, TN (Remote)
Data Analytics Apprentice   Jan 2022 – Present
Intensive part-time bootcamp focusing on data analytics fundamentals and problem solving. Uses real-world datasets and included projects where findings are presented to stakeholders from the community.

- Analyze data using Microsoft Excel, including utilizing pivot tables and lookups, and connect to external data sources using the PowerPivot add-on
- Retrieve and analyze data using PostgreSQL
- Source code version control with Git/GitHub
- Project management/tracking with GitHub project boards and issue tracking
- Wrangle data and perform exploratory data analysis using Python's pandas library
- Create data visualizations using *matplotlib* and *seaborn*
- Build and deploy dashboards using Tableau and PowerBI

Projects Include:

- <u>Nashville City Cemetery</u>: built Excel pivot tables to assess burial data from 1846 – 1979
- <u>Indeed Data Analyst Jobs</u>: wrote PostgreSQL queries to evaluate job postings for data workers
- <u>Lahman Baseball</u>: utilized PostgreSQL queries and joins to assess data across a 27-table schema
- <u>Bob Ross Tool Development</u>: created a Tableau dashboard for a user to prepare to paint with Ross
- <u>UN GDP and Internet</u>: used Python scripting, including *pandas*, *numpy*, *matplotlib*, and *seaborn* packages, to evaluate country trends between GDP and internet usage over time

Nashville Ballet | Nashville, TN

Development and Database Coordinator   Jun 2019 - Apr 2022

- Analyzed data for fundraising efforts, segmenting prospect and solicitation lists, fiscal year budgeting, and reporting to leadership and board members
- Managed all data entry and extraction, serving as the in-house expert of the Tessitura CRM database and go-to Excel instructor
- Ensured data integrity according to consortium data entry standards, including updating contact information and merging duplicate records
- Built database infrastructure for multi-faceted fundraising campaigns each fiscal year for goal tracking and management of general ledger, as well as gift designation, donor requests and relationships, and acknowledgement rules
- Oversaw process improvement and reevaluation during ever-changing business environment, adjusting procedures to accommodate shifting capacities
- Coordinated with finance department to reconcile all contributed revenue (over $3 million annually) and assembled data for annual financial audit
- Issued tax acknowledgement receipts and coordinated all donor mailing efforts
- Processed payments, created pledge reminders and invoices, and served as staff liaison for all donor needs in-office, digitally, and at performances and events

Development Intern   Aug - Dec 2016

- Maintained constituent profiles in Tessitura database
- Drafted, proofread, revised, and mailed letters to members and donors
- Researched and created board participation reports

Studio Tenn Theatre Company | Franklin, TN

Contracted Work: Operations Assistant   Apr - Jun 2019

- Overhauled reconciliation and accounting processes in preparation for audit
- Supervised and directed class of five interns
- Aided with personnel paperwork, payroll processing, and financial reporting
- Tracked office inventory and managed purchases and move logistics

Communication and Box Office Associate   Apr - Oct 2018

- Executed a manual data transfer between SeatAdvisor Box Office and PatronManager CRMs
- Facilitated and managed ticket sales and box office transactions
- Drafted and scheduled social media posts and advertising initiatives

Company Management Intern   Jan - May 2017

- Assisted box office manager with ticket constituents and sales
- Researched and drafted contracts for production manager

Dodger Theatricals | New York, NY

Marketing and Administrative Intern   Aug - Dec 2017

- Extracted and synthesized data from STAR Client to run daily ticket sales reports for Director of Marketing, finance department, and investors
- Built Excel workbook templates and filing systems for Investor Relations Coordinator and Company Managers
- Managed front desk, including schedule of meetings and rehearsals

Panera Bread | Nashville, TN & West Hartford, CT

Associate Trainer   May 2018 - Apr 2019

- Trained new employees on company policies and procedures, supervising and communicating progress with management

Associate   Oct 2014 - Apr 2018

- Served and interacted with customers, taking and filling orders efficiently