

# MATTHEW J. LITEMUTH

**DATA ANALYST | HR ANALYST | HEALTHCARE ANALYST | OPERATIONS AND LOGISTICS ANALYST**

Nashville, TN | [www.linkedin.com/in/matthewlitemuth](https://www.linkedin.com/in/matthewlitemuth) | 615-496-4899 | [matthew.litemuth@gmail.com](mailto:matthew.litemuth@gmail.com)

Data enthusiast with a passion for telling a story. Data alone means nothing until it is transformed into meaningful information. I have a background in healthcare and manufacturing where large amounts of strings and integers float around in a sea of spreadsheets. Taking that information and translating it to move business decisions forward for all levels within a company drives me to continue to pursue a career in data analytics.

## SKILLS AND ABILITIES

### Analysis and Critical Thinking

- Proven analytical abilities as evidenced through success in both academic and professional work, exemplified through promotion and recognitions earned.
- Knowledge of using SQL and PostgreSQL to extract data, both relational database and external data sets, to perform a wide array of analysis.
- Experienced using Excel to analyze data stemming from multiple sources pulled together with tools, such as, VLOOKUP, index, match, pivot tables, etc.
- Experienced using Python (pandas), Power BI, and Tableau.
- Data mine data to identify meaningful trends and provide recommendations based on actionable insights to improve business.
- Define and implement KPI's to identify operational issues and contribute to problem-solving.
- Set and manage timing for deliverables based on priorities that can shift very rapidly due to change in daily needs.

### Communication

- Exemplary team member, working seamlessly with other teams in the company to provide quality work that went above and beyond expectations.
- Summarize complex analytic topics and analysis into clear and concise presentations for various levels of internal and external management.
- Regularly present analysis to various levels of executive management teams.

## PROFESSIONAL EXPERIENCE

Data Analytics Apprentice  
*Nashville Software School*

2021 - Present

- Committed member of the Data Analytics Cohort 4 with the intent to learn and master technical skills to obtain a Data Analyst career in the Nashville area.
- Certifications acquired through completion of 17 Datacamp.com assignments testing skills in Excel, PostgreSQL, Data Analysis, Spreadsheets, Pivot Tables, Reporting, Python, Cleaning Data, Exploratory Data, and other categories within.
- Advanced application of Excel utilizing advanced tools of VLOOKUP, pivot tables, aggregate functions, and table visualizations, such as, Power BI and Tableau to tell an analytical story of the data through 5 Excel focused projects and assessment.
- Honed real world application of PostgreSQL through 3 projects and an assessment that requires you to clean data and write simple to complex queries to attain specific information to tell the story of each dataset.

HR Manager  
*Comprehensive Logistics, LLC.*

2018 - Present

- Present weekly, monthly, and yearly analytic projects and analysis for multiple executives while reporting directly to HR Director of Decision Support.
- Take on an increasing number of responsibilities, internal and client facing, while working to constantly improve analytical skill tool set.
- Manage time sensitive deliverables in a fast-paced environment with frequently shifting client and company priorities.
- Use analysis and metrics to promote processes to identify, attract and retain a high-quality workforce.

**EDUCATION**

Data Analytics Certification <i>Nashville Software School</i>	June 2021
SQL Certification <i>Nashville State Community College</i>	August 2020
Bachelor of Arts, Psychology <i>University of Tennessee, Knoxville</i>	December 2010