

Rachel Manlove

Data Analyst Apprentice

Nashville Software School

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ABOUT ME:

Through my current work in administration, and in my prior experience in retail inventory management, I have been exposed to data querying and data analysis. In exploring data analysis further, I have found that I enjoy working with data, both as an analysis tool and in a narrative capacity.

I am looking to take my extensive work experience, my recent training, and my future skills development to facilitate a career shift into Data and Business Analytics.

SKILLS:

Excel (Pivot tables, V-look up)

SQL (PostgreSQL)

Python (Jupyter Notebooks)

Data Analysis

Inventory Management

PROFESSIONAL EXPERIENCE:

Data Analytics Apprentice, Nashville Software School

July 2021—January 2022

Nashville Software School is a community-focused non-profit committed to growing diversity in the tech industry by creating opportunities for underrepresented groups in tech. They offer training and career placement opportunities for their students in software development, UI/UX design, and data science.

Projects

- Excel—cemetery project, needs cleanup and github link
- SQL—app project, needs cleanup and github link
- Python—TBD

Administrative Assistant, Peabody College

February 2013—Present

- Microsoft Office proficiency: Word, Excel, Powerpoint, and Publisher
- Expense reports, procurement, purchasing, and reimbursements
 - Oracle and Excel
- Department database maintenance
 - Excel spreadsheet creation, data entry
- Student recruitment and admissions
 - Pulling and sharing admissions data from Slate to Excel

Children's Drama Coordinator, Belmont Church, Nashville TN**2011—2020**

- Microsoft Office proficiency: Word, Powerpoint, Excel
- Volunteer recruitment and coordinator
- Supplies, costume, prop maintenance
- Script editing and curriculum adjustments
 - Often improvised and last minute

Walgreens**2002-2012**

Shift Leader

Store Team Leader

Strategic Inventory Management System (SIMS) Coordinator

Photo Technician Specialist

Beauty Advisor

- Inventory Management
- Sales Management
- Weekly, monthly, and quarterly budget and sales analysis

EDUCATION AND CERTIFICATIONS**Nashville Software School****Expected Grad. : January 2022**

Data Analytics Bootcamp Certification

Oral Roberts University**2013**

BA in Theology, Major in Missions, Minor in Church History