

Tim Rishell

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A firm believer in the power of teamwork, inclusion, and transparent communication; I value shared knowledge to foster a collaborative work environment. As a patient and skilled trainer, I leverage effective communication techniques to convey information clearly and concisely.

EDUCATION

NCLab Northwest Missouri State University	Remote
Career Training Program	03/2024 - Projected 10/2024
<ul style="list-style-type: none">Completed coursework that includes 4 capstone projects to help build fundamental and advanced concepts and knowledge suited toward a career in the Data Analytics industry.Acquired soft-skills training for problem-solving, critical thinking, professionalism, time management, attention to detail, perseverance, and adaptability, among others.Obtained Certifications with >90% score such as:<ul style="list-style-type: none">Advanced Spreadsheets Certification - 20 Hour course on XLOOKUP, SQL Queries, and Macros.Data Literacy Certification - 40 Hour course on spreadsheets, data security, and data management.Data Analysis Certification - 20 Hour course on the fundamental concepts of statistics and data analytics.Data Visualization Certification - 20 Hour course on visualizing data through charts, tables, and graphs.Intro to Dashboards Certification - 15 Hour course on building static and dynamic dashboards.	
W3Schools	Remote
Web Accessibility Fundamentals Certificate of Completion (WCAG)	2022
<ul style="list-style-type: none">Learned the foundations of web accessibility and practiced building websites to follow WCAG 2.1.	
Codecademy	Remote
Building Websites from Scratch 10-week Intensive Certified Course	2018
<ul style="list-style-type: none">Built 6 project websites using HTML, CSS, JAVASCRIPT, & Github to learn the foundations of programming websites on a local environment and how to deploy to servers and databases.	
Petoskey High School	Petoskey, MI
Hospitality/Foodservice CTE	Diploma
<ul style="list-style-type: none">Studied culinary arts for 2 years while also learning the foundations of customer service, hospitality, food safety, and budget management. Received CTE Certificate of Excellence for Hospitality/Foodservice	

EXPERIENCE

ICF International	Remote
Data Processor	Contract-to-Hire 07/2024-Present
<ul style="list-style-type: none">Reviewed and processed energy efficiency applications, following internal CDM procedures.Communicated with customers to resolve application issues, such as incorrect information or missing documentation, ensuring timely rebate processing.Handled escalated customer inquiries, providing expert resolution and customer support.	
Brilliant Corporation	Lees Summit, MO
General Clerk II - Government Contractor Teamwork & Accomplishment Award 10/2023	09/2023 - 07/2024
<ul style="list-style-type: none">Delivered 100% accuracy in data entry tasks, guaranteeing the integrity and reliability of critical information.Maintained a security clearance for sensitive information for federal agencies.Performed duties such as: Data Entry Specialist, Records Processor, Information Verification Analyst	
Aira Tech Corp	Remote
Visual Interpreter Received letter of recommendation	10/2022 to 07/2023
<ul style="list-style-type: none">Trained in communication techniques and attention to detail to act as a mobility assistance tool and to convey accurate descriptions of the surrounding environment and nearby activity to the visually impaired.Provided technical support for various computer systems and various electronic devices for the visually impaired.Maintained above 85% work efficiency rate, the highest on the team.	
The Highlands at Harbor Springs, Ski & Golf Resort	Harbor Springs, MI
Zipline Guide & Guest Service Representative Employee of the Month August 2019	12/2016 to 08/2020
<ul style="list-style-type: none">Demonstrated proficiency in conducting safety briefings and ensuring guest compliance with safety protocols related to Zipline and Segway activities, and maintained First-Aid/CPR certification during employment.Multi-tasked duties as a bartender, cook, and cashier simultaneously, alone at resort golf course shacks.Experienced in handling cash transactions, processing credit card payments, and maintaining accurate records using various point-of-sale systems for retail, ticketing, and food and beverage purchases.	

SKILLS

- Google Sheets, Excel, SQL, Python, Hypothesis Testing, Data Cleaning, Statistical Analysis, Linear Regression