

## OBJECTIVE

Analytical and detail-oriented professional transitioning into data administration and analytics. Certified in Google Data Analytics with hands-on experience using SQL, spreadsheets, R, and Tableau. Eager to support data-driven decision-making and improve business efficiency through clean, accurate, and actionable insights.

## EDUCATION & CERTIFICATIONS

Google Data Analytics Certificate (2024)

- Completed a comprehensive program covering:
- Data cleaning, analysis, and visualization
- Tools: Spreadsheets, SQL, R, Tableau
- Practical projects using real-world datasets and relational databases (Certification available upon request)

Yateley School, Hampshire (2015–2019)

- GCSEs including English Literature, Maths, and Triple Science

## EXPERIENCE

Cleaning, Laundry and Autoclave Operator | The Pirbright Institute (Apr – Nov 2024)

- Maintained accurate data logs and operational records to ensure compliance
- Assisted in procedural documentation for process tracking and stock usage
- Collaborated with teams to optimize workflows and minimize downtime

*Butcher | Morrisons (Jul 2021 – Nov 2023)*

- Monitored stock levels using internal systems and ensured timely replenishment
- Delivered tailored product recommendations based on customer preferences
- Maintained detailed records of inventory, wastage, and customer feedback

*Front of House | KFC (Jan 2020 – Jul 2021)*

- Handled order processing, transaction data entry, and cash handling
- Developed multitasking and time management skills under high-pressure conditions
- Provided excellent service while resolving customer concerns efficiently

Technical Skills

- Data Analysis: Spreadsheets (Excel, Google Sheets), SQL, R, Tableau
- Data Cleaning & Visualization
- Data Entry, Quality Assurance
- Comfortable with large datasets and documentation systems

## Soft Skills

- Strong attention to detail and procedure-following
- Effective communicator with customer service experience
- Adaptable team player, thrives in fast-paced environments
- Strong work ethic and problem-solving mindset