

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 (2025)

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 proof available upon request)

Yateley School, Hampshire (2015–2019)

- GCSEs including English Literature, Maths, and Triple Science

EXPERIENCE TIMELINE

Tesco Delivery Driver (Part Time) - (Apr - Current)

- Providing a friendly, professional level of customer service
- Self-management and high degree of autonomy
- Updating delivery tracking systems and records

Upskilling period - (Nov - Apr 2025)

- Google Data Analytics Certificate (2025)

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

SKILLS

Technical Skills

- Data Analysis: Spreadsheets (Excel, Google Sheets), SQL , R, Tableau, Python
- 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, along with extensive customer service experience
- Adaptable team player, competent in fast-paced environments
- Strong work ethic and an eager, problem-solving mindset