

# Daisha Drayton

Eager to leverage my technical skills Passionate about streamlining workflows and collaborating cross-functionally to increase efficiency. New graduate with a BA and eager to contribute a fresh perspective as a junior engineer.

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## EXPERIENCE

### **Vizia Diagnostics Pathology Lab, Alpharetta, GA** —Office Assistant

Dec 2023 - Current

- Managed data and reporting - Worked closely with lab operations manager to perform extensive data entry, consolidation, data cleaning, analysis, and visualization using Excel and other tools to generate insights. Created reports, pivot tables, charts/graphs to identify trends in lab productivity data.
- Drove process improvements - Developed new forms, templates, workflows to improve efficiency. Standardized procedures for things like evaluations and expenses. Identified opportunities to streamline contract review with AI tools.
- Collaborated with finance - Worked closely with finance manager to process expenses through a software system, identify areas to reduce costs, and optimize spending.
- Led project management - Organized major events like lab week, training rollouts, office celebrations, new hire training. Created plans, managed logistics, delegated tasks, and executed successfully.
- Provided IT support - Assisted with software platforms and integrations between systems like Outlook, Calendly, and Greenhouse. Helped troubleshoot issues.
- Supported operations and HR needs - Handled a wide range of administrative and operational tasks. Managed calendars, orders, documentation, and other needs for multiple departments, being great at multitasking.

### **Esync Technologies, Remote** —Software Engineer Intern

Sept 2023 - Nov 2023

- Leveraged FlutterFlow and Dart to conceptualize, develop, and deploy a comprehensive Full-Stack Flutter mobile application centered around mental health and mental illnesses.
- Conducted research and stayed up to date with the latest advancements in education technology and artificial intelligence.

### **Gaylan Bio, Remote Startup** — Investment Relations Intern

Jan 2021 - Dec 2021

- Conducted research on potential investors and assisted in recruiting new investors for the company & collaborated with lead Investor Relations Specialist to develop new investment and marketing strategies to expand the company
- Participated in training and development opportunities to enhance

## SKILLS

Python, Jupyter Notebook, SQL, Excel, PivotTables, Javascript, Office 365, Research, Critical Thinking, Communication, Reporting

## PROJECTS

**Ollama in the Loop** — *an open source code I forked and recreated*

Developed using Python, Jupyter Notebook, VS Code

**City of Refuge Hackathon** — *volunteer work to help students in a bootcamp build a website for a non profit providing mentorship*

Developed using vanilla JS, HTML, and CSS

**Robo Bot** — *assistant bot that answers general questions*

Developed using Flask, Python, HTML, CSS, Heroku

**PyQuiz** — *a quiz app that tests users python knowledge*

Developed using React, JSX, CSS, Github Pages

knowledge of the investment industry and communication techniques.

## EDUCATION & CERTIFICATION

### **Georgia State University**, Atlanta, GA — *Sociology*

I have a bachelor's degree in sociology from Georgia State University, where I learned critical thinking and problem-solving skills, data analysis skills, communication skills, interpersonal skills, and understanding of social trends.

### **Georgia Tech University**, Atlanta, GA — *Software Dev. Cert.*

I learned programming languages such as Python, JavaScript, and SQL, as well as software engineering principles and methodologies and agile methods.

Currently studying to be admitted into a Data Science Masters Degree program.

## SOCIALS

Linkedin:

<https://www.linkedin.com/in/daisahadrayton22>

Portfolio:

<https://www.daishadrayton.com/>

Github:

<https://github.com/Daisha22d>

Medium:

<https://medium.com/@daishadeniz>