

# Daisha Drayton

Eager to leverage analytical skills and process improvement experience in an IT analyst role. Skilled in data analysis, reporting, and project coordination. Passionate about streamlining workflows and collaborating cross-functionally to increase efficiency. New graduate with a BA and eager to contribute a fresh perspective as an entry-level analyst.

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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

## SKILLS

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

## PROJECTS

**Mental Health Project** — *an app bringing attention to mental health/mental illnesses and resources to help people*

Developed using Dart/Flutter, MySQL, FlutterFlow, Fire

**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

## SOCIALS

- Participated in training and development opportunities to enhance 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.

Linkedin:

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

Portfolio:

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

Github:

<https://github.com/Daisha22d/>