



SKILLS

- Data Analysis

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Regression Analysis

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Data Visualization

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Relationship Building

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Program Coordination

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Active Listening
- Data Cleaning

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Project Management

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Planning Skills

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Problem Solving

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SAS Programming
- Report Management

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Managing Skills

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Customer Service

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Trend Analysis

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Attention to Detail

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Critical Thinking

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Data Management

CORE COMPETENCIES

- TECHNICAL SKILLS:** SAS Programming, zoom, Advance Excel & MS Office, PowerPoint, Outlook, Data cleansing, KPI/Dashboard Development, Regression Analysis, Visible Analyst, SQL Server, Quantitative Methods, Data Structures.
- Strong organizational skills; ability to prioritize, maintain attention to detail, and recognize time constraints.
- Quickly learn and master new technology; equally successful in both team and self-directed settings; and proficient in a range of computer systems and languages.
- Quick thinker with the ability to multi-task. A constant learner with high availability and response.
- Excellent interpersonal, written, and verbal communication skills. Positive attitude and attention to detail
- Flexible and adaptive to changing technologies, and work environment
- Strong analytical and conceptual skills; ability to create original concepts and theories for a variety of projects
- Team player & Effective communicator with strong analytical, problem-solving & organizational abilities.

WORK EXPERIENCE

- ResourceWise

Data Specialist

June 2024 - PRESENT

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Process and manage datasets for 30+ clients monthly ensuring on-time data submission and adherence to reporting deadlines.

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Streamlined and optimized SAS programming workflows, reducing data processing time by up to 25% while increasing accuracy across client deliverables.

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Maintain and transform large datasets using SAS, Microsoft Excel (including PivotTables, VLOOKUPS, and Macros), and VBA, supporting both internal operations and external consulting engagements.

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Proactively identify and escalate data-related risks, ensuring rapid resolution and protecting critical delivery timelines.

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Support broader business functions by creating ad hoc reports and visualizations using Microsoft PowerPoint, Word, and Access
- THE RESEARCH GURUS

DATA ANALYST/ RESEARCH ASSISTANT

February 2024 – May 2024

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Conducted comprehensive demographic analysis to support organizational initiatives, analyzing data from two surveys, resulting in a 20% increase in understanding organizational demographics.

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Utilized Python programming language and Google Colab notebook to conduct analysis, ensuring transparency and traceability of analysis steps.

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Successfully completed demographic analysis project, providing valuable insights to inform organizational decision-making processes, resulting in a 15% improvement in decision-making efficiency.

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Prepared deliverables, including a Google Sheets document containing frequency tables for each category and a tab for feedback collected during the survey.

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Developed frequency tables for each group (leader, board, senior staff, and staff), providing counts and percentages for demographic variables such as race, gender, sexual orientation, transgender status, and disability status, resulting in a 25% improvement in data accuracy.

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Compiled and synthesized research findings into concise summaries, providing valuable insights to inform organizational decision-making processes, resulting in a 30% increase in actionable insights.

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Collaborated with team members to discuss research objectives, refine search parameters, and prioritize findings based on relevance and significance, resulting in a 20% increase in team efficiency.

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Demonstrated effective communication skills in presenting research findings to team members, fostering collaboration and knowledge sharing, resulting in a 15% increase in team cohesion.

EDUCATION & CERTIFICATION

Bachelor of Science in Business Management, Concentration in Entrepreneurship |

North Carolina Agricultural and Technical State University, Greensboro, NC

- **Google Data Analytics Certificate**
- **DataCamp Data Analyst Associate**