

# Elise Spear

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## Skills

- R, SQL, Tableau
- Spreadsheet Development
- Attention to Detail
- Data Entry, Cleaning & Visualization
- Basic Python, XML & HTML
- Flexible & Creative Problem-Solving

## Education

### **Google Data Analytics, Professional Certificate, Remote** 2022

R, SQL, Tableau, cleaning and organizing data, visualizations, spreadsheets, data ethics, and decision making.

### **University of Iceland., Reykjavík** 2018

#### **Master of Arts, Medieval Icelandic Studies**

Researching Old Icelandic texts in the original and manuscript context. Emphasis on diachronic analysis and linguistics.

### **University of California, Davis, CA** 2016

#### **Bachelor of Arts, Linguistics**

Focus on theories of language structure, variation and use, description of contemporary languages, and the examination of language change through time.

## Professional Experience

### **Realty Assistant** | Meese Property Group, Southern Pines, NC December 2021 - March 2022

- Cleaned and organized client lists and sales data from 2019 to March 2022.
- Added visualizations and statistical analysis tools for owners to better understand individual agents' sales performances.

### **Resident Service Specialist** | Corvias, Fort Bragg, NC March 2020 - December 2021

- Created and maintained a dataset for delinquent accounts
- Prepared weekly and monthly reports on occupancy rates and finances for management.

### **Member Service Specialist** | Fort Bragg Federal Credit Union, Fort Bragg, NC February 2019 - March 2020

- Created and updated procedures, instructions, and forms for opening new accounts and processing delinquent accounts.
- Maintained positive and professional relationships with business partners in the DOD Housing department and partner utility companies.