

Erin Courtemanche

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OBJECTIVE

Detail-oriented Data Analytics and Computer Information student at Bentley University with strong experience in predictive analytics, data processing and research. Skilled in synthesizing large data sets, utilizing SQL for data extraction. Eager to apply analytical skills to solve real-world business problems in a professional data analyst role.

EDUCATION

Bentley University Waltham, MA
Bachelor of Science, Data Analytics & Computer Information Systems December 2026
Minors in Business Administration and Human and Artificial Thinking GPA: 3.94
Relevant Coursework: Python, Quantitative Analysis for Business, Data and Information Management, Java, Processing & Communication Infrastructure, Applied Statistics, IT in Business, Financial Analysis

TECHNICAL SKILLS

- **Data Analysis Tools:** Excel, SQL, Access, Power BI
- **Programming Languages:** R Script, SQL, Java, Python, Streamlit, HTML
- **Productivity Tools:** Microsoft Office (Word, PowerPoint, Excel, Teams), Google Workspace (Docs, Sheets, Slides) Outlook
- **Additional Software:** Wireshark, Linux, PuTTY

PROFESSIONAL EXPERIENCE

Bentley Undergraduate Admissions Waltham, MA
Tour Guide Team Leader April 2024 – Present

- Lead engaging, personalized tours for prospective students and families, promoting the benefits of the University
- Demonstrate excellent public speaking skills by leading tours of up to 40 guests, adapting tone and content for varying groups
- Assist admissions staff in recruitment and large-scale events such as open houses and admitted student days

Bentley University Residential Life Waltham, MA
Pre-College Resident Assistant Summer 2024 & 2025

- Demonstrated strong crisis management skills, including handling medical incidents, mental health concerns, and safety protocols
- Supervised and mentored a group of 50-150 high school students, ensuring a safe, inclusive, and supportive experience
- Collaborated with a team of 13 RAs to coordinate events and manage operations during move-in, orientation, and move-out

HouseWorks Home Care Woburn, MA
Data Analyst Intern May 2024 – September 2024

- Processed and validated large healthcare datasets, ensuring data integrity and accuracy across multiple systems
- Collaborated with remote team to improve data management workflows, enhancing efficiency and strict deadlines
- Maintained confidentiality of sensitive client information, ensuring compliance following HIPAA regulations

LEADERSHIP & ACTIVITIES

Arts and Performance Organization Waltham, MA
Vice President of Production April 2025 – Present

- Manage 7 production committees of 20+ members along with production schedules, a 10k budget, and resource allocation
- Collaborate with directors, designers, and organization members to transform creative vision into technical execution
- Solve unforeseen production challenges under pressure by utilizing creative problem solving and available resources

Bentley Honors Program Waltham, MA
Capstone Consulting Project January 2025 – May 2025

- Consulted for the Obsidian Theater Festival, giving strategic recommendations for funding, marketing, and collaboration
- Conducted in-depth market research to identify audience demographics, trends, and growth opportunities in the arts sector
- Synthesized findings into a professional report and presented actionable insights to company leadership

ADDITIONAL EXPERIENCE

The Deck - Food Runner May 2022 – August 2024

The Dojo – Youth Martial Arts Instructor May 2021 – August 2024

HONORS & INTERESTS

- **Honors:** Valedictorian, President's List, Honors Program, and National Honor Society
- **Interests:** Board Games, Exercise, Hiking, Martial Arts, Reading, Theater, Video Games