

Hunter Sheffield

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PROFESSIONAL SUMMARY

A highly motivated, analytical, and technical professional who holds a Bachelor's in Management Information Systems with knowledge of programming languages, data analytics, and database management. Recognized for demonstrating an aptitude for navigating complex technology initiatives and for optimizing procedures that boost technical productivity. An effective communicator who builds positive relationships with team members and leadership to achieve project goals and objectives.

CORE COMPETENCIES

- Data Visualization
- Pattern Recognition
- Data Collection & Analysis
- Strategic Planning
- Database Implementation
- Web Design & Development
- Project Management
- Process Improvement
- Systems Administration

TECHNICAL SKILLS

- Programming: SQL, R, Java, C#, HTML, CSS, JavaScript, JQuery, XML, ASP.NET, ASP.NET MVC
- Software: Excel, Tableau, Power BI, SAP ERP, SAP Crystal Reports, SQL Server, Visio, Visual Studio

CERTIFICATIONS

- Microsoft Office Specialist (MOS) - Word (2017), Excel (2017)
- Certified Associate in Project Management (CAPM)

EDUCATION

Google

August 2022

Data Analytics Professional Certificate

- Completed an extensive 6-month job-ready Google Career Certificate training
- Demonstrated hands-on experience with data cleaning, data visualizations, project management, interpreting, and communicating data analytics findings
- Gained a solid proficiency in transforming complex data into actionable insights

Georgia Southern University | Statesboro, GA

May 2016

BBA in Management Information Systems with Emphasis on ERP Systems

WORK EXPERIENCE

Echo Springs Transitional Study

Oct 2019 - Present

Advisor / Trip Facilitator

- Inputted students' tracked daily metrics into excel spreadsheets and created visualizations to highlight trends and identify patterns in student behavior.
- Created an inventory tracking system in excel utilizing macros and Vlookup functions
- Responsible for meeting with students weekly to set goals and review their progress to make improvements
- Coordinated and facilitated all weekend trips and activities, ensuring the safety of participants

Outback Therapeutic Expeditions & Red Cliff Ascent

June 2018 - July 2019

Senior Field Guide

- Managed at risk teens and young adult groups responsible for student's overall health, safety, and wellbeing of students
- Led hikes, taught primitive survival skills, and helped to facilitate therapeutic progress

Interstate Nationalease, Inc.

Oct 2016 - May 2018

Rental Coordinator

- Managed rental fleets for the West Atlanta and Marietta branches to perform daily lot checks to maximize rental margins
- Developed and maintained relationships with customers in order to exceed expectations and win their future business
- Achieved Branch of the Month in Marietta (Dec 2016) and West Atlanta in January, February, March, April, and August (2017), as well as January and February (2018)

Samsung Austin Semiconductor

June 2015 - Aug 2015

IT Infrastructure Intern

- Specialized in web development gaining hands-on experience partnering with developers to learn programming
- Created a fully-functional internal web platform for the Department of General Affairs
- Developed a dynamic, user friendly, and scalable intranet site from scratch using HTML, CSS, JavaScript, and JQuery
- Created web forms using C#, ASP.NET, and SQL Server, eliminating the need for paper service requests