Jessica McKenzie

Data Analyst

Jamaica, NY, 11436
347-358-4111
jessica.mckenzie99@gmail.com

EXPERIENCE

Cronin, Harris & Associates, Long Island, NY — Legal Assistant

JUNE 2022 - PRESENT

- Coordinate 1,000+ case workflows, ensuring timely updates and compliance with relevant tax laws and regulations.
- Analyze property tax data to identify trends, discrepancies, and opportunities for assessment adjustments.
- Manage and update property databases, ensuring accuracy and consistency in records.
- Create 50+ detailed reports and visualizations to support decision-making and communicate findings to stakeholders.
- Serve as a point of contact for property owners, attorneys, and assessors regarding case inquiries.
- Facilitate communication between departments to ensure alignment on data and case resolutions.
- Develop and implement streamlined processes for managing tax cases and analyzing property data.

U.S. Customs & Border Protection — (Administrative Clerk)

NOVEMBER 2020 – MARCH 2022

- Evaluated evidence and petitions for legal sufficiency in seizures, fines, and penalty cases.
- Analyzed and assessed case information to prepare recommendations for granting or denying relief.
- Reviewed and summarized confidential data to ensure compliance with forfeiture laws and regulations.
- Managed over 1,100 case files using automated systems like SEACATS and ACE, ensuring accuracy and updates.
- Coordinated and processed complex data (permits, entries, declarations) into multiple databases.
- Maintained detailed records from initiation to completion, streamlining workflows and supporting decision-making.

SKILLS

R programming

SQL/MS Access/R

Python

Tableau

Machine learning

Predictive modeling

Statistical analysis

PROJECTS/ACHIEVEMENTS

Commercial Compression — *Cronin, Harris & Associates*

An exploratory analysis of a Property Tax firm's data to identify tax rate factors amongst 800 commercial clients for future tax years . Reduced customer database size by 18% due to duplicate removal. Optimized tax assessments, ensuring that commercial properties were taxed based on accurate valuations and ownership data, leading to a more equitable distribution of the tax burden.

Fantastic Five — *Personal*

Led a personal finance project analyzing expenses of five individuals to identify spending patterns, track contributions, and provide financial clarity.

EDUCATION

Google Data Analytics Certificate

NOVEMBER 2024

Prepared, processed, and analyzed data to inform business decisions. Worked effectively to create visualizations to share findings with stakeholders and provide recommendations driven by data. This certificate covered the seven grounds of data science, worked with Python, translated data into insights, worked on the power of statistics, simplified complex data relationships, and studied the nuts and bolts of machine learning.

John Jay College, New York,NY

— *Bachelor of Arts in Political Science*

AUGUST 2017- MAY 2021

–Minor: Africana Studies & Dispute Resolution