Amber Rutley

BI professional

10 Charleston Drive, Cleveland, OH 10000

123.456.7890

no_reply@example.com

—

Professional Summary

Entry-level business intelligence professional seeking a full-time role in BI. Recently completed the Google Business Intelligence Professional Certificate — a three-month BI program that covers managing data retrieval; organizing data; interpreting data in different ways to fit the problem at hand; and creating data visualizations, dashboards, and other tools to provide stakeholder-ready insights.

—

Experience

Part Time Administrative Assistant / Cleveland Public Schools
OCTOBER 2019 - PRESENT, Cleveland, OH

Provides administrative support for Supplemental Education and Services Programs including acting as a liaison. Conducts surveys and compiles data for reports. Maintains a database of 2,400 students. Assists with reports.

Walmart / Head Cashier
AUGUST 2018 - SEPTEMBER 2019, Cleveland, OH

Monitored sales activities to ensure that customers received satisfactory services and quality goods. Created a positive atmosphere for clientele, responding to customer inquiries and complaints. Monitored, directed and prioritized all store front end activities in a fast paced environment.

Walmart / Cashier
AUGUST 2015 - JULY 2018, Cleveland, OH

Assisted front end managers with tasks at registers, greeted clientele and assisted with questions. Completed computer based training program.

—

Education

Google / Business Intelligence Professional Certificate
JANUARY 2020 - MAY 2020, Online

Completed extensive three-month job-ready Google Career Certificate training. Demonstrated hands-on experience with core BI practices and tools, including Google DataFlow and Tableau. Confidence in ETL and data modeling processes for extracting data from operational/transactional databases, transforming it into a usable form. Experienced creating and maintaining dashboards and effectively communicating data insights to stakeholders. Fluency in computer programming languages and a solid understanding of databases.

ONGC School / High School
September 2012 - June 2016, Cleveland, OH