KYLE HURLEY

ADMINISTRATION

ANALYTICS SPECIALIST

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GitHub:

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Gold Coast, QLD 4210

<https://github.com/KHprocode/Portfolio>

# Profile Summary

<https://www.linkedin.com/in/kylehurleykh/>

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Consistent, professional, experienced, and analytical

# Professional Skills

MS Office Suite Project Management

Marketing

SQL

Negotiation JavaScript, HTML, CSS

Data Visualization

Financial Management

Accounting CRM

B2B Communications

Leadership & Management

# Education

Bachelor of Science in Information Technology

Bachelor of Business, Major in Marketing

Google Data Analytics Certificate

# Work Experience

Western Governors University

Griffith University Gold Coast, QLD

Google/ Coursera

*2023-current*

*2021-2023*

*2022*

Manager

Who Cares Cleaning, Tweed Heads, NSW

*2016-Current*

Prepared annual budgets with controls to prevent overages. Acquired contract with NSW state Government.

Developed and maintained relationships with customers and suppliers.

Operations Analyst

Direct Protection Security, Gold Coast, QLD

*2021 - 2023*

·Designed plans to improve operations and suggested changes to systems for organization Analyzed trend data to forecast operational needs and plan next course of action Developed and updated tracking spreadsheets Excel

Administration and after-hours Supervisor

AMP Capital, Gold Coast, QLD

*2017- 2021*

Managed and trained 12 employees while supervising daily tasks and performing project management.

Ensured accuracy and authenticity of all recorded information.

Customer Service Representative

Giving Taxation related guidance to individuals, businesses, agents, representatives

Keep up to date with taxation related laws and regulations.

*2015 - 2017*

# Interest

Exercise and Yoga

self-improvement Coding projects

Reading