

KAREN G. WAGGONER

DATA ANALYST



Villa Rica, GA



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[email](#)



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[portfolio](#)

Skills

Excel, Google Sheets, SQL, Tableau, Python, Collaboration, Communication, Research, Presentation

Education

BA in MATHEMATICS with a minor in BUSINESS ADMINISTRATION – University of West Georgia – Carrollton, GA
[Spreadsheet Fund.](#) (15 hrs), [SQL Fund.](#) (22 hrs), Tableau Fund. (in progress), [Intermediate Python](#), [Intro to R](#) – DataCamp
[Google Data Analytics Certificate](#) – Coursera

Projects

YARN INSIGHTS – [Google Sheets Project](#) – Collected, cleaned, and visualized data to create a **slide deck** delivering project yarn insights.

- Google Sheets: Data Collection | Data Cleaning | Filters | VLOOKUP | Nested IF Statements | Pivot Tables | Data Visualization

RESTAURANT INSIGHTS – [SQL Project](#) – Built queries for insights into customer patterns, spending, and favorites.

- SQL: Common Table Expressions | Group By Aggregates | Window Functions | Ranking | Table Joins

EDUCATION ANALYSIS – [Tableau Project](#) – Created a dashboard for the superintendent, delivering insights about student success.

- Tableau: Parameters | Charts | KPIs | Dashboard

FOOD DELIVERY MARKETING – [Google Sheets Project](#) – Found business opportunities and proposed actions to optimize campaigns.

- Google Sheets: Data Cleaning | Filters | Functions | Formulas | Pivot Tables | Data Visualization | VLOOKUP

Work Experience

ENGLISH LANGUAGE TEACHER – Independent Contractor – Villa Rica, GA 2017 - 2021

- Provided specific feedback to parents by **assessing** students' performance, **monitoring** progress, and identifying areas for language improvement for 1,828 students, while maintaining an excellent parent feedback rating of 5.0

LANGUAGE SPECIALIST – SIL International – Vietnam 2006 - 2010

- **Partnered** with Save the Children Vietnam by conducting a primer writing workshop for rural teachers, that supported the goals of the Ministry of Education and Training for mother tongue-based, bilingual education within minority areas
- Studied language, **researched** culture, and **partnered** with mother-tongue speakers to craft, test, document, and revise stories to initiate a OneStory story-set that was natural sounding, orally reproducible, and accurate

AREA COMMUNICATIONS ASSISTANT – SIL International – Philippines 2005-2006

- Informed stakeholders by using Plone to post **data and reports** to the corporate intranet during the international conference, giving regional offices around the world access to the latest discussions and policy decisions
- Uploaded and tagged **unstructured data** to increase their visibility, ensuring each one appeared in relevant search results

FINANCE COORDINATOR – SIL International – China 2002-2005

- **Researched** the need for a future conference site by **analyzing** the member growth rate, resulting in the continuity of the entire group being housed in one location
- Reconciled the monthly accounts in compliance with the organization's financial policies while monitoring and enforcing financial policies for cash custodians in several provinces
- **Presented** project data by meeting with potential stakeholder groups, resulting in **\$70,000+** raised in annual funds

BOOKKEEPER – Marc Steel – Birmingham, AL 2000-2001

- Implemented company transition from manual to electronic accounting, processed banking transactions, and maintained cash drawer, deposits, and stock levels

ENGLISH LANGUAGE TEACHER – ELIC – China 1997-1998, 1999-2000

- Developed curriculum, planned lessons, and taught primary students in Hunan and university students in Shandong
- Launched an after-school English club by **collaborating** with other teachers, giving students a natural environment to practice