



Professional Summary

Detail-oriented data analyst with a strong background in **mathematics** that enjoys **cleaning data**. Experienced in **finance and communications**. Skilled in collaborating and communicating internationally. Committed to continuous learning and embracing new challenges. Earned a Google **Data Analytics Certificate**, finished 29 courses with Datacamp, and completed 5 personal projects using spreadsheets, SQL, and Tableau.

Skills

Excel | Google Sheets | SQL | Tableau | PowerBI | Python | Pandas | Matplotlib

Education

BA in **MATHEMATICS** with a minor in **BUSINESS ADMINISTRATION** – University of West Georgia – Carrollton, GA

Projects

BANKING PRE-POST ANALYSIS – [SQL Project](#) – Examined the World Bank's IDA COVID project financing using **SQL**.

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

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

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

Experience

CASE SAMPLING ANALYST, DISASTER FINANCE (part-time volunteer) – American Red Cross – Remote 2023 - present

- Ensure compliance with financial assistance cases by **examining** and verifying the eligibility of clients, confirming services are equitable, and reporting non-compliant cases using **Excel and Salesforce**

HOMESCHOOL TEACHER – Career Break – Villa Rica, GA 2010 - 2022

- Educated students resulting in scholarships and **4.0 GPAs**, by researching and customizing curriculum, assessing learning styles, monitoring progress, **analyzing test scores**, **managing workflows**, and providing support and accommodations for neurodiversity

ENGLISH LANGUAGE TEACHER – Independent Contractor – Remote 2017 - 2021

- Earned a perfect average review rating of **5.0/5.0** by providing top-notch customer service, **assessing** students' performance, identifying areas for language improvement, and communicating feedback to clients
- Drove a **400% increase** in clientele over a 4-yr span by adding a full range of class offerings and cultivating **strong client relationships**

LANGUAGE SPECIALIST – SIL International – Vietnam

2006 - 2010

- Facilitated a writing workshop for rural teachers to produce culturally appropriate primers, **benefitting 31,000** minority language students by **collaborating** with Save the Children Vietnam
- Initiated the development of a natural-sounding, orally reproducible, and accurate story-set by studying language, **researching** culture, and partnering with mother-tongue speakers to craft, **test**, document, and revise stories

AREA COMMUNICATIONS ASSISTANT – SIL International – Philippines

2005 - 2006

- Informed stakeholders from 60 countries of the latest discussions, adopted changes, and election results during the international convention by posting **data and reports** on the corporate intranet
- Enhanced data searchability for 107 partner organizations by efficiently uploading and meticulously tagging **unstructured data**

FINANCE COORDINATOR – SIL International – China

2002 - 2005

- Optimized conference planning for organizational continuity by **analyzing the member growth rate**, leading to a change of venue
- Drove a **\$70,000 increase** in fundraising by meeting with potential stakeholder groups and **presenting project data** and stories