

# Professional Development



# Agenda

- Resume (Today)
- LinkedIn (Thursday)
- Behavioral Interview Questions (Thursday)
- FlipGrid (Thursday)
- GitHub (Saturday)



# Resume: Templates

- Resources
  - [Sample Resume Folder](#)
  - [Canva & Word](#) Templates



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  - [Canva](#) & [Word](#) Templates
- Rules:
  - One Page
  - Consider the reader experience!
  - Keep it clean and professional
  - Use Arial or Calibri font style
  - Check for punctuations and spellings



# Resume: Templates

- Resources
  - [Sample Resume Folder](#)
  - [Canva](#) & [Word](#) Templates
- Rules:
  - One Page
  - Consider the reader experience!
  - Keep it clean and professional
  - Use Arial or Calibri font style
  - Check for punctuations and spellings
- Be mindful of searchable keywords, including technologies
  - Important Resource: [Link](#)
- Link to your accounts
  - LinkedIn, GitHub, Tableau, Personal Website (if available)



# Resume: Header and Profile Summary

- Header

- Your name in bold :)
- Add business, data etc. analyst on the header
- Add your contact info (phone), professional email address (!), LinkedIn, GitHub

## RACHEL WOELTJE

Business Analyst | Data Analyst | Operations Analyst

731-313-0216 | [rachelwoeltje@gmail.com](mailto:rachelwoeltje@gmail.com) | <https://www.linkedin.com/in/rachelwoeltje/>

"Through my successful experiences in shipping and operations, I leveraged supply chain methods, analytical tools, and data visualizations to help influence business decisions. This led me to wanting to become more proficient in various technologies within the data field. I have completed a self-paced data science bootcamp and have gained proficiency in Python and qualifications entail: Excel (Pivot Tables, Power View, VLOOKUP functions), SQL (PostgreSQL), Power BI, Tableau, Python (pandas), Data Analysis, Git/GitHub, and Supply Chain Management.

### PROFESSIONAL EXPERIENCE

#### Data Analytics Apprentice - Nashville Software School

Full-term program along analytical and statistical reasoning with hands-on training in Excel, SQL, Python, Power BI, and Tableau. Emphasis on communicating findings through data storytelling, building reports, and creating dashboards.

- Lamar Baseball (PostgreSQL): Applied SQL to analyze data based on baseball teams and players from 1871-2016, joined over 20 tables to create a report of the top 10 players in the league.
- ApixTrader Status Investment (PostgreSQL, and Excel): Applied SQL code to leverage the data to discover the most profitable apps, used Excel Dashboarding to analyze each app based on certain criteria, and made recommendations to decide whether to purchase apps from either the Apple or Google Play stores.

May 2021 – Present

## MEDIA ELMAS

### DATA ANALYST

#### PROFILE

Data analyst with experience interpreting and analyzing data in order to deliver insights and implement action-oriented solutions to complex business problems. I have an excellent understanding of data analysis and data visualization, and I am an expert in using various analytic tools for effective analysis of data. I am very excited and motivated to use my skills and education background as a data analyst.

#### SKILLS

- Data Analysis
- Data Visualization
- SQL ETL
- Python
- PowerBI
- Cloud Computing
- Azure Databricks
- Microsoft Excel, Word, PowerPoint
- Writing, Communication
- Presentation
- Organization
- Time Management
- Leadership, Collaboration
- Problem Solving
- Bilingual: Kurdish

#### PROJECTS

Project-based curriculum using various data analysis processes and tools to clean data, analyze data, and create visualizations to storytelling, while using SQL, Python, Tableau, PowerBI, and Excel.

**Average Medicare Payment Comparison**  
Analyzed Medicare payment data to identify trends and outliers. Used data visualization to compare pricing between different types of facilities, such as hospitals and nursing homes. The analysis revealed that certain facilities consistently received higher payments than others, which could be used to inform policy decisions and improve patient care.

#### WORK EXPERIENCE

##### Data Visualization Instructor

- **Renas Tech, Remote**  
• Taught students how to operate Tableau and PowerBI using real data.
- Taught students the software functions and how to use graphs/charts that is most appropriate for the best outcome of data storytelling.

**Analytics Consultant - Strategic Analytics**  
Vanderbilt University Medical Center, Nashville, Tennessee

- Support strategic decision making at VUMC by designing and building analytics-driven insights.
- Collaborate with various departments to collaboratively solve problems and provide analytics-driven insight.
- Validate data and optimize queries and dashboards by using various softwares such as MS SQL, Azure Databricks, Python, Tableau, and Excel.
- Present operational, financial, and quality metrics to Senior Leadership.

September 2021-Present

615-669-9128

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# Resume: Header and Profile Summary

- Header

- Your name in bold :)
- Add business, data etc. analyst on the header
- Add your contact info (phone), professional email address (!), LinkedIn, GitHub

- Profile Summary

- This is a short summary of why you are interested in Data Analytics job
- *Experienced data analyst with deep knowledge in interpreting and analyzing data to drive successful business solutions. Proficient knowledge in statistics and data storytelling and analytics. Seeking to apply excellent understanding of business operations and analytics tools as a Data Analyst at Amazon.*

**RACHEL WOELTJE**  
Business Analyst | Data Analyst | Operations Analyst  
731-313-0216 | [rachelwoeltje@gmail.com](mailto:rachelwoeltje@gmail.com) | [rachelwoeltje \(github.com\)](https://www.linkedin.com/in/rachelwoeltje/) | <https://www.linkedin.com/in/rachelwoeltje/>

Through my successful experiences in shipping and operations, I leveraged supply chain methods, analytical tools, and data visualizations to help influence business decisions. This led me to wanting to become more proficient in various technologies and data science. I have acquired various certifications and qualifications entail: Excel (Pivot Tables, Power View, VLOOKUP functions), SQL (PostgreSQL), Power BI, Tableau, Python (pandas), Data Analysis, Git/GitHub, and Supply Chain Management.

**PROFESSIONAL EXPERIENCE**

**Data Analytics Apprentice, Nashville Software School**  
Full-time program along analytical and statistical reasoning with hands-on training in Excel, SQL, Python, Power BI, and Tableau. Emphasis on communicating findings through data storytelling, building reports, and creating dashboards.

**Projects**

- **Lamar Baseball** | PostgreSQL: Applied SQL to analyze data based on baseball teams and players from 1871-2016, joined over 20 tables and created a dashboard to visualize the data.
- **AppTracker Status Investment** | PostgreSQL, and Excel: Applied SQL code to leverage the data to discover the most profitable apps, used Excel Dashboarding to analyze each app based on certain criteria, and made recommendations to decide whether to purchase apps from either the Apple or Google Play stores.

- Tailor your skills based on the job description

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- # Statistics

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- # Visualization

- Python/R

- # Storytelling

- ## Data Interpretation

- Microsoft Office

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**MEDIA ANALYST**

615-298-7128  
mediana@gmail.com  
linkedin.com/in/mediana/

**PROFILE**  
Data analyst with experience delivering and analyzing data in order to deliver insights and implement action-oriented solutions to complex business problems. Have an excellent understanding of data analysis tools and analytics tools for effective analysis of data. I am very excited and motivated to use my skills and education background as a data analyst.

**SKILLS**

- Data Analysis
- Microsoft Excel, Word, PowerPoint
- Data Visualization
- Writing, Communication
- SQL, TFL
- Presentation
- Python
- Organization
- PowerBI
- Leadership, Collaboration
- Cloud Computing
- Problem Solving
- Azure Databricks
- Bilingual, Kurdish

**DASHBOARDS**

**An Overview of Healthcare Prescribers**  
Created a dashboard to display an overview of prescribers in the United States, and filter the results by state, specialty, and gender. The data was sourced from Centers for Medicare and Medicaid Services (CMS.gov) which contains aggregated details of the nation's highest cost when patient services are low, incur high cost when their patient risk score is low, and how they can save the problem of identifying suspicious providers.

**Where to Get Treatment Based on 2017 PPS Data**  
Created an interactive dashboard that helps patients to find the best provider based off their location, insurance, and specialties.

**PROJECTS**

Project-based curriculum using various data analysis processes and tools to learn SQL, Tableau, PowerBI, and Excel visualizations to improve your visualization, write using SQL, Python, Tableau, PowerBI, and Excel.

**Average Medicare Payment Comparison**  
Analyze the average Medicare payment rates for different types of facilities, such as hospitals and ambulatory surgery centers. It will also allow them to visualize how the number of visits affects the payment rate. This report was created using Tableau.

**WORK EXPERIENCE**

**Remote Tech, Remote**  
• Supporting data analysts how to operate Tableau and PowerBI using real data.  
• Teaching students the software functions and how to use graphs/charts that is most appropriate for the best outcome of data storytelling.

**Analytics Consultant - Strategic Analytics**  
Vanderbilt University Medical Center, Nashville, Tennessee  
• Support strategic decision making at VUMC by designing and building dashboards to collaboratively solve problems and provide analytics-driven insight.  
• Validate data and optimize queries and dashboards by using various softwares such as Microsoft Azure Databricks, Python, Tableau, and Excel.  
• Create reports and dashboards for various departments using PowerBI workshop  
• Team and stakeholder on a monthly cadence to show how the department is performing.

**Clinic Advisor**  
Louis Vuitton, Nashville, Tennessee  
• Perform data analysis for employee productivity, monthly revenue and sales performance.  
• Develop new team relationships, leveraging different selling techniques to meet and exceed sales objectives.  
• Achieved 13% increase of sales goal each month in the half year.

**Sales Consultant**  
Tri-Sun Medical LLC, Brentwood, Tennessee  
• Market analysis or comparison of stores revenue and foot traffic, to determine the best locations for new store openings.  
• Promote and sell CBD products and nutraceuticals from other local companies.

**September 2021-Present**  
**August 2020-Present**



- Put your best projects that you are comfortable with explaining to others
- Specify if it is a collaborative team project
- List the projects for each course:
  - Excel, SQL, Power BI etc.
- For each project, create three bullets and follow the [PAR method](#):

- Put your best projects that you are comfortable with explaining to others
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- List the projects for each course:
  - Excel, SQL, Power BI etc.
- For each project, create three bullets follow the PAR method:
  - Problem:
  - Action (also mention tools):
  - Results:

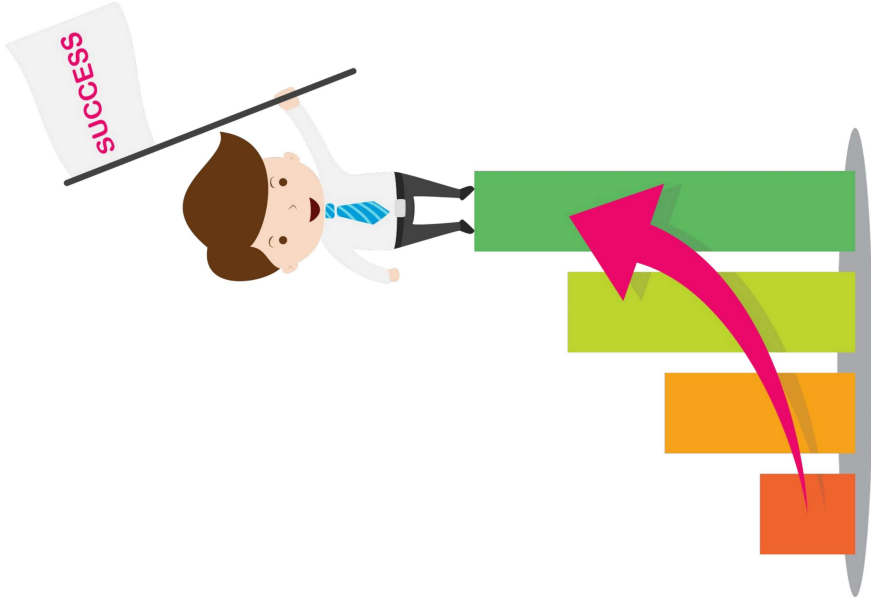
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- For each project, create three bullets and follow the PAR method:
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  - Action (also mention tools):
  - Results:

# Resume: Professional Experiences

- 2-3 most related/recent jobs
- Make it related to Data Analytics
- Add RenasTech
  - Data Analyst
  - Hands-on Projects
  - Working with public data
- Follow the PAR method for each experience
- Job title and dates of employment
- Short, 1-2 line summary of your role experience: Provide detailed content about your role(s) and responsibilities
- Focus on describing your content with tangible outcomes (What was the impact? What was the result? How were you able to leverage process improvement?, etc.)

# Resume: Education

- At the end of you resume
- Highest or most recent education first
  - RenasTech Data Analytics Bootcamp should be first
- Even if you did not complete the degree
  - Time spent in education should never be erased



KNOW YOUR TIPS

# Resources

- Resume: [https://www.youtube.com/watch?v=Tt08KmFfIYQ&feature=emb\\_title](https://www.youtube.com/watch?v=Tt08KmFfIYQ&feature=emb_title)
- LinkedIn: <https://www.youtube.com/watch?v=BcfGWi8Qywk>



