

Kyle King

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SUMMARY

Excited to transition into a data analysis career that leverages my strong numerical, interpretive, problem-solving, analytical, statistical and diagnostic skills to transform raw data into impactful insights to assist in the decision-making process. I thrive in collaborative environments through cooperation and teamwork, but also during independent focus.

EDUCATION

Bachelor of Arts, Biomedical Sciences | University of South Florida, Tampa, FL

August 2017 - December 2021

- Minor in Psychology
- G.P.A. 3.3/4.0

CERTIFICATIONS

- SQL for Data Analytics & Business Intelligence (MySQL Workbench) **July 2022**
- Microsoft Office Specialist (Powerpoint) **December**
- **2016**
- Microsoft Office Expert (Word, Excel) **December 2016**

SKILLS

- SQL (MySQL Workbench)
- Tableau (Tableau Public)
- Python (Jupyter Notebook, Pycharm)
- Google (Sheets, Docs)
- Schema design
- Self-motivated and self-learner
- Leadership
- Clear verbal and written communication
- Critical thinking
- Time management and task prioritization

WORK EXPERIENCE

Service Desk Associate | Winn Dixie Beverly Hills, FL

October 2015 - July 2022

- Produced End-of-Shift Reports
 - Compared sales from POS systems and vendor terminals, searching for discrepancies & sources
 - Provided insights on identified errors and preventative solutions to management to drive improvements

Medical Assistant | University Pain Management, Tampa, FL

February 2021 - July 2021

- Supported patients, doctor, and front desk via recording of critical patient data with high attention to detail
- Established individual relationships with patients to relieve procedure-based anxiety

LEADERSHIP

Executive Board, Treasurer | Sigma Nu Fraternity, University of South Florida, Tampa, FL

May 2020 - May 2021

- Enhanced financial stewardship procedures through use of advanced Excel techniques
- Collaborated with alumni advisors to determine funding for a \$2,000,000 on-campus housing expansion
- Supported philanthropy chairs to raised >\$50,000 for charitable organizations such as St. Jude Children Hospital

Senator | Summit Residence Hall Council, University of South Florida, Tampa, FL

October 2017 - May 2018

- Designed multiple education series to help students adjust to life in college, such as cooking, social and professional networking, and studying tips for classes

Portfolio and example work available through **LinkedIn** profile under “**Projects**” section. Details available upon request.