

## **Malia Latimer**

Phone: 254-290-8930 | Email: latimem@stthom.edu | LinkedIn | Tableau Portfolio | SQL Portfolio |

## **Education**

**University of St. Thomas**, Houston, TX

*Bachelor of Business Administration/ Master of Business Administration*

**University of Houston**, Houston, TX

*Master of Science in Business Analytics*

## **Professional Certificates & Licenses**

Foundations: Data, Data, Everywhere: - Coursera

Introduction to Business Analytics: - LinkedIn Learning

## **Work Experience**

Geotherm USA, LLC, Cypress, TX 77433

June 2024 - Present

Data Analyst

- Conducted reviews of lab worksheets from beginning to end, ensuring accuracy.
- Filed paperwork, maintaining an organized and easily accessible records system.
- Created and transferred information accurately to Word documents and Excel worksheets.
- Utilized Egnyte to conduct market and geographic research
- Generated visual data through graphs for visual representation in reports and finalized reports.
- Employed predictive analytics to forecast trends and enhance data-driven decision-making, based on client needs, geographic location, and other demographics.

Houston Corporate Housing, Houston, TX 77057

August 2023 - June 2024

Operations Analyst

- Streamlined daily operations, improving maintenance and standards to align with client requirements.
- Conducted thorough inspections to ensure compliance with quality standards.
- Implemented operational improvements that significantly increased efficiency and productivity.
- Utilized Excel to track and input reservation details, maintaining accurate and current information for effective operational planning.

Accenture, Remote

Data Analyst Intern

Dec 2021- August 2023

- Assisted in data collection, cleaning, and preparation for various projects, ensuring high data quality and accuracy.
- Conducted data analysis using SQL, Python, and Excel to identify trends, patterns, and insights that supported business decision-making.
- Created data visualizations and dashboards using Tableau to present findings to stakeholders in a clear and actionable manner.
- Collaborated with cross-functional teams to support data-driven initiatives and contribute to project deliverables.
- Assisted in developing and documenting procedures for data management and analysis to improve efficiency and repeatability.

Affinity Partners, San Antonio, TX 78258

Dec 2020- Dec 2021

Marketing Analyst Intern

- Utilized SQL to analyze large datasets for in-depth market research and data analysis.
- Applied predictive analytics to forecast trends and guide decision-making processes.
- Developed and implemented data-driven marketing strategies, optimizing campaign performance and customer targeting.
- Collaborated with cross-functional teams via Zoom and Microsoft Teams for data integration and reporting, aligning with business objectives.
- Created informative dashboards and reports using data visualization tools, effectively communicating key findings to stakeholders.

## **Skills**

- AI Tools
- Data Analytics & Data Visualization
- Egnyte
- Excel
- Microsoft Office Suite
- SQL
- Tableau