Brandylyn Landers

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📱 (941) 376-1290
📍 Nashville, TN 37212

Passionate and results-driven professional with experience in business administration and project management. Possesses a deep appreciation for the transformative power of data and seeking a role in business intelligence, business analysis, or data analytics. Enthusiastic team player and effective communicator with a can-do attitude and insatiable curiosity to continuously explore the limitless possibilities that data offers.

PROFESSIONAL EXPERIENCE

DATA ANALYST APPRENTICE / 2023-PRESENT
Nashville Software School, *Nashville, Tennessee*

- Analyze data using Microsoft Excel, including utilizing pivot tables and lookups, and connect to external data sources using the PowerPivot add-on to uncover insights and facilitate decision-making.
- Build and deploy dashboards using Tableau and Power BI to increase efficiency and accuracy, effectively visualizing data for improved understanding and decision support.
- Wrangle data using Python's pandas library, performing exploratory data analysis to uncover insights and patterns that inform decision-making.
- Create impactful data visualizations using matplotlib and seaborn, to effectively communicate complex information to stakeholders.
- Data acquisition and gathering through APIs and web scraping.
- Retrieve and analyze data using PostgreSQL and sqlalchemy, extracting valuable insights and driving data-informed decisions.
- Utilize Git/GitHub for source code version control, and leverage GitHub project boards and issue tracking for effective project management and collaboration.

OFFICE MANAGER/EXECUTIVE SUPPORT / 2021-PRESENT
Belmont University-Office of Development, *Nashville, Tennessee*

- Provide executive support to the AVP, overseeing operations for a team of 28-30 staff members.
- Manage complex calendars and coordinate travel arrangements for athletic donors, senior leaders and staff members.
- Manage budgets, financial reporting, and compliance for 5 organizational budgets, utilizing data analysis to drive informed financial decisions and ensure adherence to university policy.
- Supervise and mentor a team of 10 student workers, ensuring they meet performance expectations.

BUSINESS ANALYST | OPERATIONS MANAGEMENT / 2017-2020
Calvary Lutheran Church, *Apollo Beach, Florida*

- Analyzed and assessed business operations for a church with 850 members and 16 staff members, including bookkeeping, budgeting, and payroll, to identify areas of improvement and optimize processes.
- Oversaw facility management and expansion projects for two campuses, including a $4.4M construction project.
- Developed and implemented employee and volunteer training programs to improve organizational effectiveness.
- Conducted simple contract negotiations and annual reviews of policies and procedures.

BUSINESS ADMINISTRATOR / 2007-2017
Presbyterian Church USA, *Sarasota, Florida*

- Managed end-to-end business operations for a church with 400 members and 10 staff members, handling bookkeeping, budgeting, and payroll.
- Developed and executed comprehensive communications strategies through bulletins, newsletters, and social media channels to engage stakeholders effectively.
- Oversaw internal and external operations, ensuring smooth functioning and alignment with organizational objectives.
- Led volunteer training initiatives, optimizing resources and enhancing volunteer engagement.

SKILLS

// PROFESSIONAL
- Project Management
- Logistics
- Budget Planning & Forecasting
- Prospect Research
- Facility Master Planning
- Financial Audit Management
- Contract Negotiation
- Fund Accounting
- Data Analytics
- Data Visualization

// TECHNICAL
- SQL
- Advanced Excel
- Python
- Microsoft PowerBI
- Tableau
- One Drive
- MS Teams
- Banner9
- Argos
- Outlook
- MS Office
- Google Drive
- Salesforce
- Slate
- Slack
- Asana
- QuickBooks
- Blackbaud

CERTIFICATIONS

Data Analytics Certificate
Nashville Software School - 2023

IT Support Certificate
Google - 2023

Church Business Administrator
Union Presbyterian Seminary - 2018

EDUCATION

BBA-Business Analytics focused
Belmont University
Nashville, TN
Currently Enrolled