

CONTACT

- 📞 (407) 670-8832
- ✉️ evan.r.manon@outlook.com
- 🌐 www.linkedin.com/in/evan-manon-832968158
- 📍 Remote
- 📍 Greater Orlando, FL

PROFESSIONAL SUMMARY

Versatile Project Manager/Coordinator known for successfully executing diverse project tasks to accomplish pending deadlines. I enjoyed utilizing data to make decisions and organize project totals. Attending Nashville Software School in order to build upon my data analysis foundation. Strive to learn and grow my skills further in a data analyst position.

SKILLS

- Data Analysis
- Strategic Planning
- Operations Management
- Business Planning
- Gap Analysis
- Teleworking
- Project Management
- SQL
- Tableau
- PowerBI

DATA ANALYST EXPERIENCE

DATA ANALYST APPRENTICE *Sep 2020 - Jan 2021*

Nashville Software School, Nashville, TN

- NSS provides experience and deep understanding of core data analytics programs. Integrates agile team environments with real-world based projects.
- Worked independently as well as in a team to answer and present project questions
- Used Excel, SQL and Python to organize and clean data for use
- Created visualizations and interactive dashboards using Tableau and PowerBI

EXPERIENCE

PROJECT MANAGER/COORDINATOR *Nov 2019 - Jul 2020*

Johnson-Laux Construction, Winter Garden, FL

- Johnson-Laux is a company that does general contracting for commercial projects. Typical projects consisted of new construction or remodeling of healthcare, aviation, and school buildings.
- Analyzed and proactively adjusted daily schedules, which resulted in a higher number of timely completed projects
- Gathered requirements for ongoing projects and organized details for management use, which helped prepare the team for a new project.
- Supervised 5+ projects at a time from project start through delivery by prioritizing needs and delegating assignments.
- Built strong relationships with internal and external stakeholders and devised strategies, initiatives, and events promoting products and services.
- Collaborated with project owners and team members to set ambitious but achievable goals to maximize the satisfaction of our clients.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.

SHIPPING & RECEIVING *Jan 2014 - Jan 2016*

Dreamway Trading LLC, Winter Springs, FL

- Dreamway Trading is an e-commerce company that provides unique items and fast and friendly service.
- Received incoming shipments, compared contents against associated records and transmitted to proper department. This ensured incoming shipment integrity and warehouse organization for future ease as orders are placed.
- Factored shipping procedures, rates and routes in making determinations on best shipping methods for materials.
- Maintained up-to-date price lists to accurately calculate shipping, shortage and demurrage costs.

- Investigated and adopted optimal shipping and receiving strategies, selecting best carriers, routes and methods to minimize costs and enhance schedules.

INFANTRYMAN *Jul 2011 - Nov 2013*

United States Army, Hinesville, GA

- Led fire team during infantry dismounted battle drills and situational training exercises.
- Work closely with commanding officers, team leaders, and fellow soldiers to ensure training and various daily missions were completed to exact specifications.
- Issue equipment and guarantee all materials are functional for training and exercises, keep records of the unit's supplies.
- Act as a liaison to unit commander for the unit's living quarters by completing administrative processes, detailed reports, and maintaining good communication.
- Selected as team leader to act as guide bearer for training, color ceremonies, and mandatory formations.
- Assigned to an elite team to render funeral honors to veterans.

EDUCATION

INFORMATION TECHNOLOGY - DATA ANALYTICS *Jan 2021*

Nashville Software School, Nashville, TN

BACHELOR OF SCIENCE - BUSINESS MANAGEMENT *Aug 2019*

Herzing University, Winter Park, FL

- 3.5 GPA
- Minor in Entrepreneurship