

# JENNIFER WHITSON

## DATA ANALYST

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## ABOUT

I am a critical thinker who enjoys finding creative solutions to complex problems. I get excited about finding hidden patterns in data and translating them into stories. Throughout my career, I have brought a deeply engaged curiosity that allows me to adapt and thrive in any setting.

## SKILLS

- SQL | PostgreSQL
- Excel
  - Pivot Tables
  - Power Pivot
  - XLOOKUP/VLOOKUP
  - Data Visualization
- Python
  - Jupyter Notebooks
  - Pandas
  - matplotlib
- Google Data Studio
- Tableau
- Power BI
- GitHub
- Data Visualization
- Creative Problem Solving
- Adaptability
- Quick Learner
- Process Improvement
- Client Relations/  
Communications

## EDUCATION

Nashville Software School  
Data Analytics Bootcamp  
Anticipated Graduation Date: April 2021

Emory University  
Masters in Theological  
Studies

Graduated magna cum laude with Masters in Theological Studies, focusing in Sociology of Religion

## PROFESSIONAL EXPERIENCE

### DATA ANALYTICS APPRENTICE

Nashville Software School | January 2021-present

3 month intensive program. Received training in how to analyze data to solve business problems through team and individual projects and communicate findings through data storytelling, visualizations, and interactive dashboards.

*World Happiness Project:* <https://tinyurl.com/2aapphf4>

- Explored data from the World Happiness Report; discovered that happiness and unhappiness often fall along regional lines
- Utilized Excel for data analysis and Tableau for data visualization

*App Trader Project:* <https://github.com/jenwhitson/app-trader>

- Cleaned and analyzed data from the apple and play stores to make recommendations to our client on which apps would be most profitable to purchase
- Utilized SQL to analyze and join multiple datasets, Excel to visualize data, and PowerPoint to present findings

### PARALEGAL

Law Offices of John Day | June 2016-January 2021

Civil law firm specializing in personal injury and wrongful death cases.

- Organized and analyzed case data from various sources and reported insights to attorney
- Created visualizations using Google Data Studio and Microsoft Excel with a focus on readability and clarity
- Worked collaboratively with attorney to craft clear and concise legal arguments to persuade judges, jurors, attorneys and insurance adjusters
- Performed all of the above for a case that won an \$18 million judgment, the largest judgment in the history of the Circuit Court for Williamson County, Tennessee
- Won 2019 and 2020 contests among paralegals for most 5-star client reviews on Google and recommendations on Facebook

### CASE MANAGER

Law Offices of Andrew Egan | September 2014-June 2016

Startup social security disability law firm.

- Redesigned company database to streamline processes, create templates, and capture a wider array of case tracking data
- Documented standard operating procedures for all company processes to be used in training current and future employees
- Managed communications with 200+ clients, government agencies, and medical providers.

## PROFESSIONAL EXPERIENCE (CONTINUED)

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### MINISTRY INTERN

Mountain T.O.P. (Tennessee Outreach Project) | August 2013-August 2014

Non-profit organization providing home repair and day-camp services to underprivileged families and children in rural Tennessee.

- Created promotional materials and infographics for Facebook and Instagram using Microsoft PowerPoint and Adobe Acrobat DC
- Drafted grant proposals using data from Microsoft Excel
- Planned and executed worship services for 30-100 youth/adults
- Leveraged community relationships to solicit donations for a Fall Festival in which 300+ pairs of shoes and hundreds of coats and scarves were distributed to persons in need
- Trained college-aged staff

### LEGAL ASSISTANT

McCalla Raymer, LLC | August 2009-August 2013

Real estate law firm specializing in default services for mortgage companies.

- Worked with Process Improvement Team to develop standard operating procedures for multiple processes
- Analyzed title reports to identify title defects
- Created training resources for new employees
- Prepared documents for various processes to help struggling homeowners avoid foreclosure including: loan modifications, partial claims, and deeds in lieu of foreclosure
- Maintained client communications with 100-200 clients

## INTERESTS

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Exploring state and national parks, seeing live music, Buddhism, photography, true crime documentaries