

SCOTT MOORE

DATA ANALYST | BUSINESS ANALYST | OPERATIONS SPECIALIST

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PROFESSIONAL SUMMARY

Throughout my professional career, I continuously have been exposed to data analysis. Data intrigues me as I have been able to leverage data when influencing business decisions. With the expansion of my technical skills, I hope to find a position as a Data Analyst or Business Analyst within a collaborative, team environment.

SKILLS

• SQL (PostgreSQL, JOINS)	• Tableau	• Lean Six Sigma – Yellow Belt
• Python (pandas)	• Problem Solving	• Management, Leadership
• Excel (Pivot Tables, V-LOOKUP, Power Pivot)	• Critical thinking	• Teambuilding
• PowerBI	• Adaptability	• Git/GitHub/KANBAN

PROFESSIONAL EXPERIENCE

DATA ANALYTICS APPRENTICE

MAY 2021 - PRESENT

NASHVILLE SOFTWARE SCHOOL | NASHVILLE, TN

Tools Learned: Excel | Python | SQL | Tableau | Power BI | Git/GitHub | Kanban

A three-month deep dive introduction to data analytics and business intelligence. Here I learned how to apply analytical reasoning on several platforms and be able to present findings utilizing real databases that are used today.

Projects

- [Nashville City Cemetery \(Excel\)](#): The request was to find information based on the history to make a bulletin of the site so that it would be relevant to today's generation.
- [UN Data \(Python\)](#): We were tasked to look at different aspects of the UN gross domestic product and the possible correlation it has with the internet usage for the years 2004, 2009, 2014.
- [Spotify \(PowerBI\)](#): I built an interactive dashboard to show a description of each song as well energy level, danceability level, and genre.

BODILY INJURY ADJUSTER

02/2019 to 05/2021

State Farm | Murfreesboro, TN

State Farm is an auto insurance company. Specializing in helping people get their lives back on track and where it was before the accident.

- Reviewed 10 to 15 claims daily while managing a caseload of over 250 claims with an average completion date between 90 and 180 days.
- Developed professional relationships with policy holders by following up/touching base on a weekly basis
- Analyzed coverages and provided recommendations on how to best utilize benefits which allowed customers to obtain treatment.
- Investigated questionable claims by looking into police reports, news stories, and reaching out to those involved and eyewitnesses to collaborate stories. Also reached out to local businesses for possible security footage.
- Took initiative in handling over 150 litigation cases and learning various state regulations by partnering with local defense attorneys for the states of Kentucky, Rhode Island, and New Mexico.

LEAD ACCOUNT CREATION AND MAINTENANCE

10/2014 to 02/2019

Cardinal Health | La Vergne, TN

Cardinal Health is one of the top 3 leading pharmaceutical companies in the United States. My division handled chemotherapy drug sales..

- Lead a team of five individuals who managed and maintained government records for over 85,000 clients. We made regular updates to all accounts weekly, monthly, and yearly to not hinder distribution and keep records compliant with OSHA standards.
- Helped develop solutions for standardizing customer service experiences as well as shipping needs to ensure customer expectations were met.
- Created daily, weekly, and monthly spreadsheets built in Excel using formulas and macros. This was a self-taught skill based on company needs.
- Worked effectively with different departments and managers to complete low- and high-level projects.
- Lead of our sections Lean Six Sigma boards and Kaizen events.
- Was involved in four black belt projects that required months of collaboration with multiple teams and individuals within the industry.
- Obtained Yellow Belt training in Lean Six Sigma and was trained to be a Kaizen Lead.

EDUCATION

NASHVILLE SOFTWARE SCHOOL

AUGUST 2021

Data Analytics Bootcamp Certification