Elizabeth Kinnard

Data Analyst

www.linkedin.com/in/elizabeth-kinnard

865-300-7262   https://github.com/eykinnard   eykinnard@gmail.com

OBJECTIVE

I would love to accept a position with your company that will lead to a satisfying and incredible path for achievement in my career. I want to contribute my knowledge of business principles, Excel, SQL, Power BI, and Tableau with my enthusiasm, to bring about our mutual success. I graduated from the University of Tennessee in Knoxville and received my degree in Economics. After graduation, I moved to Franklin, Tennessee. During the ten years I worked for my employer, I pursued a career that encompassed many different fields, such as customer relations, reporting and analyzing, marketing and finance. Because I was able to gain experience in different areas of business, I knew what my next career path would entail. I enrolled in the Nashville Software School and will be graduating in April, 2023 to be a Data Analyst. I would welcome all opportunities to learn.

KEY SKILLS

- Git/GitHub
- Microsoft Word
- Microsoft Excel
- SQL
- Power BI

- Tableau
- Microsoft PowerPoint
- Critical Thinking
- Decision Making
- Python

EDUCATION -

Nashville Software School
Nashville, TN
Data Analytics Certification

University of Tennessee, Knoxville, TN
Bachelor's Degree, Economics

TECH EXPERIENCE

January 2023- Present
Data Analyst Apprenticeship
Full-Time intensive, project management-based training in data analytics using business intelligence and visualization tools for data-driven decision-making
- Hands-on training in SQL, Power BI, Tableau and Excel
- Used real-world datasets and projects where findings were presented to stakeholders from the community
- Project management/tracking with Kanban Boards and issue tracking
- Built and deployed dashboards using Tableau and Power BI

JOB EXPERIENCE

July 2008 – July 2019
Manager • Alexander Automotive
- Developed and executed online marketing activities (search engine marketing, online advertising, email campaigns, newsletters, sweepstakes, and social media)

- Implemented and maintained consumer database management system (from start up to daily operations)
- Coordinated data management to ensure proper processes, opt-out compliance, contact management, reporting between company executives and created techniques to improve list quality and campaign effectiveness
- Coordinated relationship between vendors and consumer database as well as executives
- Monitored data feeds from marketing campaigns
- Identified opportunities from marketing efforts and processes to improve the customer experience
- Provided high level administrative support that involved preparing reports, scheduling meetings, planning business trips, and managing information requests by executives

July 2006 – April 2008
Title Loan Processor • Steltemeier & Westbrook
- Prepared legal documents according to state and federal regulations
- Ensured accuracy on all documents with zero errors
- Ensured all contracts closed in a timely manner and in accordance with the company's requirements
- Reconciling HUD-1 to ensure correct loan settlement
- Dealing proactively with all parties involved in the loan closing to avoid and/or resolve problems at closing
- Communicated to all parties involved and conveyed all necessary information
- Able to multitask while meeting deadlines
- Handled all finances regarding loan closings (prepared financial statements, prepared payments and distributed checks accordingly)

TECH & SOFTWARE
- Reynolds & Reynolds
- Dealer.com
- Dealertrack
    - CRM
    - F&I
    - DMS