

JENNIFER SCHREINER

DATA ANALYST APPRENTICE

MEET AND GREET

A motivated and passionate learner building upon a varied background of experience in work and life, now intently focused toward realizing quantitative insights from data-driven analysis. In joining organizational, visual, and creative strengths with querying, dashboarding, and geospatial skills there is opportunity to produce vibrant, informative stories, spark conversations, and facilitate new observations.

CONTACT



615.500.6219



[SchreinerJS](#)



jennifer.rebecca.schreiner@gmail.com



in/jenniferschreiner

DATA ANALYTICS EXPERIENCE

Nashville Software School

January 2023 - Present

Data Analyst Apprentice

Intensive part-time bootcamp focusing on data analytics fundamentals and problem solving using real-world datasets

- ❖ Building and deploying dashboards using Tableau and Power BI
- ❖ Wrangling data and performing exploratory data analysis utilizing Python's *pandas* library
- ❖ Creating data visualizations employing *matplotlib* and *seaborn*
- ❖ Performing geospatial analysis using *geopandas* and *folium*
- ❖ Retrieving and analyzing data using PostgreSQL and *sqlalchemy*
- ❖ Gathering data through APIs and webscraping
- ❖ Analyzing data using Microsoft Excel utilizing pivot tables and lookups as well as connecting to external data sources using the PowerPivot add-on
- ❖ Utilizing source code version control with Git/GitHub
- ❖ Project management tracking with GitHub Kanban boards and issue tracking

PROJECTS

Nashville Scooters – Geospatial/Python

Working as a team in a Conda geospatial environment, incorporated *pandas*, *seaborn*, *matplotlib* and other packages to provide analysis and recommendations of scooter company compliance, usage patterns, and density of scooters from a database of two tables and more than 7,500,000 rows.

UN Datasets – Python

Utilized various Python packages to clean, group, join, merge, visualize, and analyze GDP and internet usage of UN countries.

Nashville Traffic Accidents - Tableau

Explored Tableau individually to analyze rush hour, weekday, and weekend traffic accident data through several dashboards visualizing patterns and trends with heat maps, bar charts, stacked line graphs, bubble charts, and more.

Lahman Baseball – Python, SQL

Together with a team completed EDA of a database comprised of numerous tables, then worked both individually through GitHub branching and Kanban boards and as a group to provide a cohesive team analysis of baseball statistics.

App Trader - SQL

With a team effort joined Apple and Google Play stores apps data to analyze and offer recommendations for purchase based upon cross-store availability, profitability, longevity, and popularity, providing as a bonus a Top 10 list of apps to promote for Pi Day.

CAPSTONE

WORK EXPERIENCE

Hearne Dry Goods Co – RETAIL/ARTS

Oct 2019-Dec 2022

Master Artisan / Business Administrator

- ❖ Researching, designing, developing, constructing, and finishing of handcrafted jewelry and accessories
- ❖ Training and management of other contractors
- ❖ Partnered in photo shoots, photo editing, marketing copy, and MailChimp campaign creation

PROJECTS

- ❖ Design and implementation of inventory management databases, including cost of parts, cost of goods, and labor order forms
- ❖ Cost analysis for wholesale
- ❖ Organizational solutions

SKILLS

SQL (PostgreSQL)
Tableau
Power BI
Python
Data Analysis
GitHub
Team Collaboration (Agile Methodology, Kanban boards, SharePoint, Slack, SCRUM)
Office Suite
Excel (Pivot Tables, Lookups)
Word, PowerPoint
Publisher, Photoshop
MailChimp
Content Management

WORK EXPERIENCE, cont.

National Capitol Contractors - GOVERNMENT

Oct 2019 – Present

Dec 2013 – July 2015

*Contract Transcriber – *Government Security Clearance acquired*

- ❖ Verbatim transcription of EOIR Immigration, SSA disability, EOP, governmental and other hearings and proceedings
- ❖ Formatting and proofing as per client specifications, Associated Press, and NCC Style guidelines

HCA Hope Fund - HEALTHCARE / GRANTS

Aug 2018 – Oct 2019

Contract Administrative Assistant / Grant Coder (Staffmark)

- ❖ Receiving all incoming calls and emails with discretion
- ❖ Coding incoming grant applications and uploaded into propriety software
- ❖ Researching and providing updates of grant status to applicants
- ❖ Consolidating and uploading incoming documentation
- ❖ Preparing approval and denial letters, mail distribution, supply orders

Capital Confirmation (now Thompson Reuters) - CREDENTIALING RESEARCH

Jan 2018 – Jul 2018

Customer Operations Agent

- ❖ Credential researching of accounting firms and auditors across the world seeking access to a restricted online platform for bank, vendor, and other confirmations via the internet

Sonic Automotive (Porsche of Nashville) - RETAIL/ AUTOMOTIVE

Jun 2015 – Jul 2017

Warranty Administrator

- ❖ Managing dealership front desk and service scheduling simultaneously with warranty administration for what is known as one of the most complex warranty systems for motor vehicles

TRAINING

- ❖ Participated in Warranty Administration training at the Porsche Experience Center in Atlanta, GA (a.k.a. New Avengers Headquarters), Porsche Concierge/Customer Experience Manager

Home Depot Interiors - HOME IMPROVEMENT / CONSTRUCTION MANAGEMENT

May 2012 – Oct 2013

Administrative Coordinator

- ❖ Responsible for administration and compliance of all phases of job orders, customer contracts and contract files for the Nashville market from point-of-sale through follow-up service
- ❖ Facilitating customer delight

Decision Source, Inc - BUSINESS INTELLIGENCE / TECHNOLOGY

Nov 2010 – Nov 2011

Office Manager

- ❖ Receiving incoming calls and clients
- ❖ Providing administrative, HR, and marketing support
- ❖ Conducting first level phone interviews and onboarding of contractors
- ❖ Supply purchasing, invoice payment, and payroll review

PROJECTS

- ❖ Metadata cleaning and editing
- ❖ Automation of payroll review using Excel V-Lookups and other formulas and functions
- ❖ Coordination of office move
- ❖ Coordination of career fair booth

Remnant Construction Management Group DBA Turner Construction (MUSIC CITY CENTER)

Jun 2009 – Apr 2010

Administrative Coordinator

- ❖ Performing compliance reviews, expense report reviewing, composing meeting minutes, and encompassing support for the Turner Construction Project Management Team and MDHA during the preconstruction phase of Music City Center

PROJECTS

- ❖ Assisted with the development of a document control process

EDUCATION

NASHVILLE, TN
Data Analytics Bootcamp
Nashville Software School

DENVER, CO
Master of Fine Arts - MFA/ Acting
National Theatre Conservatory

EVANSVILLE, IN
Bachelor of Fine Arts - BFA/Acting
Summa Cum Laude w/honors
University of Evansville