JENNIFER SCHREINER

DATA ANALYST APPRENTICE

CONTACT

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SchreinerJS

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MEET AND GREET

Motivated by a direction to focus a varied background of experience in work and life into a new path of realizing quantitative insights from data-driven analysis. Joining organizational, visual, and creative strengths with querying, dashboarding, and geospatial skills to tell vibrant, informative stories, spark new conversations, and crossover into new opportunities, plateaus, and tableaus.

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, including utilizing pivot table and lookups, and connected 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

UN Datasets – Python

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

Lahman Baseball – Python, SQL

Together with my team provided an analysis of baseball statistics utilizing keys, joins, unions, case statements, grouping, ordering, and window functions to access data across multiple tables.

App Trader - SQL

Working as a team offered recommendations for apps in both Apple and Google Play App Stores based upon profitability, longevity, and popularity, as well as a Top 10 list of apps to promote for Pi Day.

Nashville City Cemetery - Excel

Utilized Excel to clean and analyze data provided by the Nashville City Cemetery to develop marketing materials.

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; training and management of contractors Organizational solutions

EDUCATION

NASHVILLE, TN
Data Analytics Bootcamp
Nashville Software School

DENVER, CO
MFA / Acting
National Theatre Conservatory

EVANSVILLE, IN
BFA with Honors / Acting
Summa Cum Laude
University of Evansville

National Capitol Contractors - GOVERNMENT / CONTRACTOR   Oct 2019 - Present
*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 / CONTRACTOR   Aug 2018 – Oct 2019
Administrative Assistant / Grant Coder

- ❖ 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 firm and auditor across the world seeking access to a restricted online platform for bank, vendor, and other confirmations via the internet

Porsche of Nashville (Sonic Automotive) - 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), WWSNew, and Porsche Concierge/Customer Experience Manager

Home Depot Interiors - HOME IMPROVEMENT / CONSTRUCTION MANAGEMENT   Jun 2015 – Jul 2017
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