



PAYTON HUBBARD

Antigua, Guatemala | paytondhubbard@gmail.com | www.patehubbard.com

Summary

Enthusiastic, hard-working professional who is always looking for improvement. I love working with data, finding patterns and deriving insights from what others may look like just a bunch of rows and columns. I also really enjoy organizing and overseeing projects. Thankfully, these two passions often intersect. I am very curious and constantly learning as I seek new ways to grow as an individual both personally and professionally.

Skills

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|----------|-------------------------|-----------------------|
| - Python | - Tableau | - BigQuery |
| - Excel | - Google Data Studio | - HTML/CSS/JavaScript |
| - SQL | - DBT (Data Build Tool) | - Zapier |
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Experience

Project Manager/Data Analyst

2019 - Present

Homeschool Spanish Academy | Antigua, Guatemala

- Manage and oversee all new development projects with the development team in accordance with SCRUM principles.
- Work with operations to automate repetitive tasks and streamline existing processes.
- Create and maintain company reports and dashboards with data pulled from databases and SaaS tools.
- Manage HSA's data warehouse and custom-built ELT processes using Python and SQL.

HR and Logistics Intern

2018

Li & Fung | Guatemala City, Guatemala

- Worked in logistics communicating directly with suppliers and clients to ensure that shipping documents and other concerns were handled correctly.
- Worked in administration streamlining data collection processes using Excel.
- Worked in HR developing and implementing a community engagement project for the office by partnering with a local NGO and organizing outreach activities.

Resident Assistant

2016 - 2018

John Brown University | Siloam Springs, Arkansas

- Counseled students, planned social events, and confronted violations of university policy.
- Coordinated with other RAs and the Resident Director to facilitate dorm-wide social programs.
- Completed bi-weekly reports, program recaps, and duty logs to update the Resident Director on the condition of the dormitory.

Education

Bachelor of Science: Major in Business Management, Minor in Political Science

2015 - 2018

John Brown University | Siloam Springs, AR

GPA: 3.89, Magna Cum Laude

Other

Certified Associate in Project Management (CAPM)

Google Data Analytics Certification

IBM Cloud Core Certification

Native English speaker, fluent in Spanish