

RACHEL BRINKLEY

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DATA ANALYST PROFILE

I am a motivated, team-oriented, and dedicated individual with a solid educational background in analyzing patterns in large data sets, transforming raw data into measurable information, and presenting findings to support the decision-making process. I am proficient in utilizing different analytical tools and presentation software with and the ability to process confidential data and information according to guidelines.

- **Database Development:** Demonstrated expertise in designing, maintaining, and implementing a data system and database and fixing coding errors and data-related problems to augment statistical efficiency and data quality. Proficient in solving complex business problems through critical thinking and intelligent use of data.
- **Data Collection and Analysis:** Skilled in data coding, collecting required data from available resources, identifying, and interpreting the applied trends and patterns in specific data sets, filtering and cleaning the data to enhance competency, and improving reports preparation.
- **Additional Strengths:** Ability to quickly learn and master new skills, techniques, and technologies, proven aptitude to thrive in today's fast-paced environment, and skill in gathering and refining specifications based on technical needs.

Programming Tools:	Python, Pandas, Jupyter Notebook, SQL / Alchemy, ERD, Data Mining, Matplotlib, VB, Bootstrap, Flask, Java, Tableau, MongoDB, R, GitHub, Raspberry Pi Experience, C#, C++, .NET framework, CRM, Client Service System
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EXPERIENCE HIGHLIGHTS

EDUCATION

Liberty University, Lynchburg, VA.....2022 – present
Web Develop Certification

I am learning program focuses on web architecture best practices, database systems, and data encryption and security best practices by learning HTML, CSS, and JavaScript.

John Tyler Community College, Midlothian, VA.....2020-2021
Computer Programming Career Studies Certificate (CSC).

By the completion of this program, I can demonstrate an introductory level of competency in the following skills: flowchart creation, communicate effectively in an IT environment using research, writing, and presentation skills, and learning Python, C++, C# (with .NET), and Java.

University of Richmond Data Analytics Bootcamp, Richmond, VA.....2019-2020
24-week course.

During this program I learned to code in HTML/CSS, SQL, ERD, Python, Jupyter, Pandas, Numpy, data mining, Matplotlib, VBA, Bootstrap, JavaScript, geomapping, R, Tableau, and MongoDB.

Liberty University, Lynchburg, VA.....2014-2020
B.S in Healthcare Informatic.

I learned SQL knowledge and learned SQL Alchemy and ERD, HTML/CSS coding, health Information Management classes.

Job History

Octapharma Plasma, Petersburg, VA.....**Donor Screening Supervisor**, September 2021– June 2022

As the Donor Screener Supervisor, I registered new and current plasma donors and conducted basic screening procedures. I supervised the Donor Screening department. I maintained compliance with SOPs, current Good Manufacturing Procedures (cGMP), and regulatory guidelines. I was also cross trained to be a DFT (Donor Floor Technician), to set up plasma donation machines, and to take donors off the plasma donation machines.

Northwestern Mutual, Richmond, VA..... Sales **Execution Team**, 2021 March – 2021 August
As a member of the Sales Execution Team (SET) I provided support to reduce the amount of time new representatives spent on administrative tasks. This allowed them to focus their efforts on meeting with prospective clients and closing deals. Add sentence here on three or so things you did as part of team.

Bank of America, Richmond, VA..... Contractor - **Operations Support IV EIT Management**, 2021 January – February
Performed intake, processing, underwriting, and QA of PPP loan applications. Compared application information submitted by the applicant against the required list of documents for continued loan processing; identified any errors or gaps.

VCU Health Systems, Richmond, VA.....**Supervisor**, 2018
Observed all pre-surgical and post-surgical procedure briefings and time-outs and recorded results into Excel spreadsheets to ensure the adeptness of procedures. Verified, recorded, and summarized data of patients by proficiently auditing files after surgery. Examined the follow-up calls documentation of discharged patients and compiled data into Excel. Ensured the compliance of standards through monitoring the functioning of the surgical floor and staff performance.

VCU Health Systems, Richmond, VA..... Patient **Accountant**, 2017
Deployed payment system for Tricare patients to guarantee the provision of all benefits. Organized files and managed the document to maintain the proper regulation of the working area. Systematized workflow for timely and reliable team performance. Directed, coordinated, and administered medical and non-medical resources, facilities, and services to assure the availability of resources.

WestRock Co., Hopewell, VA.....**Quality Systems Auditor (Engineering Department)**, (2015 – 2016)
Maintained the regular filings, while organizing and scanning technical drawings and blueprints to support digital storage. Modified the current drawings, using AutoCAD and applied efficient Quality System principles for the solution of complex technical problems. Designed a floor map for system control rooms which to support to ensure the efficiency of operations. I was recognized by senior management for efficiently scanning all the blueprints and recording the in AutoCAD Vault.

WestRock Co., Hopewell, VA..... **Quality Systems Auditor (General)**, 2015
Ensured the efficiency of the system by conducting system quality audits. Assessed incoming materials to guarantee conformance with determinations and discharge materials for use underway.

CERTIFICATIONS AND ACHIEVEMENTS

MS Word Certification Verification Code: Bkpm-S2sb, MS PowerPoint Certification Verification Code: Fwxm-XLEN
Autodesk- Inventor Certification Verification Code: J4xx-Fvzq

National Workplace Readiness Skills Certification for Successful Completion of the Industry Certified Workplace Readiness Skills, 2014, the Career and Technical Education Consortium of States
Certificate of Achievement for Successful Completion of the Virginia Workplace Readiness Skills for Commonwealth Examination from the Virginia Department of Education- Awarded May 1, 2013

MEMBERSHIPS

Women Who Code Club (a global club that helps and supports women in the tech industry) 2020 – Present
American Health Information Management Association (AHIMA), 2020 – 2021