RACHEL BRINKLEY

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DATA ANALYST PROFILE

Motivated, team-oriented, and dedicated Individual with a strong educational background in analyzing patterns in large data sets, transforming raw data into measurable information, and presenting findings to support the decision-making process. Proficient in utilizing different analytical tools and presentation software along with 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 set, filtering and cleaning the data to enhance competency, and improve reports preparation.

- **Communication and collaboration:** Excellent communication, collaboration, and multitasking skills to communicate effectively with programmers, engineers, and organizational leaders to identify opportunities for process improvements, recommend system modifications, and develop policies for data governance.

- **Additional Strengths:** Ability to quickly learn and master new skills, techniques, and technologies, and proven aptitude to thrive in today's fast-paced environment. Skilled in gathering and refining specifications and requirements based on technical needs.

Core Technologies:

Applications:	Microsoft Office Suite
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

EXPERIENCE HIGHLIGHTS

EDUCATION

John Tyler Community College, Midlothian, VA
Student, 2020-2021
One year, Computer Programming Career Studies Certificate (CSC). This program includes preparation for the PCAP Certified Associate Python certification. By the completion of this program, students will be expected to demonstrate an introductory level of competency in the following skills:
- Create flowcharts and structure charts to illustrate program logic.
- Design a computer program using a designated programming language.
- Communicate effectively in an IT environment using research, writing, and presentation skills.
- Learning Python, C++, C# (with .NET), and Java
- Graduated with a 3.3 GPA

University of Richmond Data Analytics Bootcamp, Richmond, VA
Student, 2019-2020
24-week, intensive course utilizing group and individual projects to gain professional skills in the fundamentals of data analytics and visualization.
- Learned Visual Basic (VB), Python, Matplotlib, Pandas, Jupyter Notebook, and Plotly
- Gained proficiency in web design and JavaScript
- Built on prior SQL knowledge and learned SQL Alchemy and MongoDB

Liberty University, Lynchburg, VA
Student, 2014-2020
B.S in Healthcare Informatic.
- SQL knowledge and learned SQL Alchemy and ERD
- HTML/CSS coding
- Health Information Management classes
- Graduated with a 3.0 GPA

Job History

Octapharma Plasma, Petersburg, VA
Donor Screening Supervisor, September 2021– Present
The Donor Screener Supervisor register new and current plasma donors. Conduct basic screening procedures (e.g. reviewing health-related documents, taking vital signs, and performing finger sticks). Maintain compliance with SOP, current Good Manufacturing Procedures (cGMP), and regulatory guidelines. Trains and provides leadership to new/existing employees. Oversees all donor screening personnel including conducting interviews, evaluations, coaching, and disciplinary actions. Educates new donors on the use of products made from donated plasma. Accountable for all area operations (e.g. donor flow facilitation, scheduling, and employee supervision). Reports quality issues and procedural deviations to Quality Assurance and Management. Remains alert for any adverse donor reactions and notifies appropriate staff. Cleans blood or plasma spills and performs proper procedure for disposition of biohazardous waste. I am also cross trained to be a DFT ( ). I am trained to set up a plasma donation machines and to take donors off the plasma donation machines. Then disposing of biowaste apriority.

Northwestern Mutual, Richmond, VA
Sales Execution Team, 2021 March – 2021 August
The Sales Execution Team (SET) helps new financial representatives focus on client building activities that are critical in the early years of a financial planning practice. The services SET provides reduce the amount of time new representatives spend on administrative tasks, allowing them to focus their efforts on meeting with prospects and closing business. A broad stroke of what SET does include sales support and marketing.

Bank of America, Richmond, VA
Contractor - Operations Support IV EIT Management, 2021 January - February
The role requires the ability to perform intake, processing, underwriting, and QA of PPP loan applications. Compare application information submitted by the applicant (such as was the applicant in business on February 15, W-2, payroll information, tax forms), against the required list of documents for continued loan processing; identify any errors/gaps. Recalculate that payroll calculations based upon information submitted in the application are within the parameters of the application guidelines.

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.
- Recognized by senior management for efficiently scanning all the blueprints and recording the AutoCAD Vault.
- Improved the productivity and competency of the system through rectifying errors and updating the system.

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
Experience using SQL, Microsoft Access, and ER Assistant
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