**RACHEL BRINKLEY**

Chester, Virginia, 23831 • 804-536-7471• [rachelcbrinkley@outlook.com](mailto:rachelcbrinkley@outlook.com) • [LinkedIn](mailto:www.linkedin.com/in/rachel-brinkley-) • [Portfolio](mailto:https://razor2b.github.io/)

**Data Analyst Profile**

Motivated, team-oriented, and dedicated Individual with strong educational background in analyzing patterns in large data sets, transforming raw data into measurable information, and presenting findings to support decision-making process. Proficient in utilizing different analytical tools and presentation software along with ability to process confidential data and information according to guidelines.

* **Database Development:** Demonstrated expertise in designing, maintaining, and implementing data system and data base, 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 pattern in specific data set, filtering and cleaning the data to enhance competency, and improve reports preparation.
* **Communication and collaboration:** Excellent communication and 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 specification and requirements based on technical need.

Core Technologies:

|  |  |
| --- | --- |
| Applications: | MS Office Suite |
| Tools: | Python, Pandas, Jupyter Notebook, SQL / Alchemy, ERD, Data Mining, Matplotlib, VB, Bootstrap, Flask, Java script, Tableau, MongoDB, R, GitHub, Raspberry Pi Experience |

**Experience Highlights**

University of Richmond Data Analytics Bootcamp, Richmond, Virginia

**Student,** 2019-2020

This curriculum was an intensive and challenging 24-week course utilizing group and individual projects to gain professional skills in the fundamentals for data analytics and visualization.

* This program expanded my knowledge in Visual Basic (VB), Python, Matplotlib, Pandas, Jupyter Notebook, and Plotly.
* Web Design was another focus of the analytics boot camp. JavaScript was also a new program that I learned in the Data Analytics Bootcamp and I have used these skills to enhance my web designs.
* The UR Data Analytics Boot Camp also covered databases. I was able to build on my SQL knowledge and expand to SQL Alchemy and MongoDB.

VCU Health Systems, Richmond, Virginia

**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 surgical floor and staff performance.

VCU Health Systems, Richmond, Virginia

**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 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, Virginia

**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 system through rectifying errors and updating system*.*

WestRock Co., Hopewell, Virginia

**Quality Systems Auditor (General),** 2015

Ensured the efficiency of system by conducting system quality audits. Assessed incoming materials to guarantee conformance with determinations and discharge materials for use underway.

**Educational Background**

**Data Analytics– 2019-2020 |** University of Richmond, Richmond, Virginia

**B.A in Healthcare Informatics – 2015-2020 |** Liberty University, Lynchburg, Virginia

**Other Certification 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 since 2014

National Workplace Readiness Skills Certification for Successful Completion of the Industry Certified Workplace Readiness Skills, 2014, the Career and Technical Education Consortium of States

Certification by the American Red Cross for Lifeguarding / First Aid/Cpr/Aed – Valid 2 Years, 2014

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

Fall 2017 to Present- Liberty University’s Competition Rifle Team

**Other Involvements**

2020 – Present – Member of the AHIMA (American Health Information Management Association)

2020 – Present - Joined the Women Who Code Club. A global club that helps and support women in the tech industry.

Spring 2018 - Travel to Tokyo, Japan on a mission trip with Liberty University LU Send team.

Summer of 2012 – Volunteer at John Randolph Medical Center HCA Virginia Health System