**RACHEL BRINKLEY**

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**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:

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| --- | --- |
| Applications: | MS Office Suite |
| Tools: | Python, Pandas, Jupyter Notebook, SQL / Alchemy, ERD, Data Mining, Matplotlib, VBA, Bootstrap, Flask, Java script, Tableau, Mongodb, R, Github, Raspberry Pi Experiencec |

**Experience Highlights**

VCUHS Hospital, 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 blue prints 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,** 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.

Woodland Pond Pool, Chesterfield, Virginia

**Lifeguard,** 2014

Maintained the cleanliness and safety of work are and pool complex. Oversaw pools related tasks, while providing first aid, CPR and AED as per customer requirements. Maintained necessary records and reports regarding customers for future referencing.

**Educational Background**

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

**B.A in Healthcare Informatics |** 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 Excess, 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**

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