

Regina Haley

Lumberton, TX | Remote

✉ reginahaley15@gmail.com | ☎ (708) 368-5940

🔗 GitHub: <https://github.com/ReginaHaley> | 🔗 LinkedIn: <https://linkedin.com/in/reginahaley>

Objective

Motivated and detail oriented professional transitioning into data analytics with a strong foundation in SQL, Python and Excel. Demonstrates a proven ability to work remotely, manage data driven tasks and communicate insights effectively. Seeking a remote/hybrid data analyst apprenticeship or position to deepen analytical skills, contribute to meaningful projects and grow within a supportive team environment. Driven by a deep passion for data sparked by personal exploration, I am fully committed to transforming this calling into a meaningful and long-term career in data analytics.

Technical Skills

Data Analysis Tools: SQL (MySQL, SQLite), Excel (PivotTables, Charts, Formulas), Python (Pandas, functions, loops)

Business Intelligence: Data cleaning, reporting, visualizations, real world problem solving

Project Tools: GitHub, VS Code, DB Browser, Trello

Soft Skills: Remote collaboration, critical thinking, written communication, self-learning

Projects & Portfolio

📁 GitHub Portfolio: <https://github.com/ReginaHaley/data-portfolio>

SQL + Excel: Self-Directed Data Analysis Projects

- Designed and queried relational databases simulating customer and employee data
- Cleaned and updated datasets using SQL subqueries and JOIN operations
- Created pivot tables and charts in Excel to analyze project efficiency and resource allocation
- Wrote clear documentation and insights to reflect real-world decision-making scenarios

Professional Experience

Remote Customer Support | Tivly — Remote | Dec 2023 – Jun 2024

- Weekly meeting covering data on lead conversions and customer behavior
- Used internal databases to update and manage customer records accurately
- Regularly collaborated with remote team members through Zoom and Slack to align on

performance metrics

- Developed strong communication skills and adapted quickly to new tools and systems

Owner & Operator | King Chams — Remote | Dec 2018 – Dec 2023

- Managed a data-driven breeding operation of over 200 animals, including tracking care schedules and health metrics. Data covered genetics, breeding lines, lineage, health
- Designed and maintained website and social media analytics for customer engagement
- Coordinated FedEx logistics using spreadsheets for order tracking and route planning
- Educated customers through digital channels with how-to guides and breeding programs

Administrative Assistant | Grainger Terry Inc — Chicago, IL | Jan 2012 – Jan 2017

- Compiled and managed contact databases across client campaigns
- Drafted press releases and reports based on target audience and client goals
- Proofed and organized logistics for printed communications using detail-oriented workflows
- Built long-term press and client relationships through consistent, reliable communication

Education & Training

Self-Directed Learning

- Completed SQL and Python coursework (MySQL, SQLite, Pandas)
- Practiced Excel-based data visualization and spreadsheet modeling
- Built a public GitHub portfolio to showcase practical analytics projects