Regina Haley

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# 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