

# Samantha Calkiewicz

847-275-9306 | [samantha.cwz@gmail.com](mailto:samantha.cwz@gmail.com) | [linkedin.com/in/samantha-calkiewicz-64b553351](https://www.linkedin.com/in/samantha-calkiewicz-64b553351) | [samanthacalkiewicz.github.io](https://samanthacalkiewicz.github.io) |

## EDUCATION

### University of Texas Rio Grande Valley

*Master of Science in Business Analytics and Artificial Intelligence*

Edinburg, TX

Jan 2025 – Dec 2025

### Oak Point University

*Bachelor of Science*

Oak Park, IL

Jan 2023 – April 2024

## EXPERIENCE

### Office Administrator & Operations Support | SQL, Python, Excel, Tableau

Jan. 2025 – Present

*Pro Prevent LLC*

*Streamwood, IL*

- Built a centralized inventory tracking system to prevent stock shortages and reduce order delays by 20%
- Designed automated dashboards to monitor weekly revenue, service demand, and scheduling KPIs for faster decision-making
- Created simplified Excel reporting templates that reduced manual data entry time by 30% and improved operational accuracy
- Generated and sent invoices, completed business documentation, and ensured accurate financial record keeping for all services
- Improved operational workflows by standardizing data capture and reporting processes across administrative systems

### Mammography Technologist | Epic, PenRad, PACS

Jan 2023 – Jan 2025

*Advocate Aurora Good Shepherd Hospital*

*Barrington, IL*

- Leveraged 5+ years of combined hospital and clinical experience with Epic, PenRad, and PACs to manage patient records and imaging workflows, ensuring accuracy and efficiency in diagnostics
- Developed KPIs and a visual progress tracking system for technologists, improving workflow transparency and increasing daily exam throughput by 50%
- Ensured 100% compliance with HIPAA regulations, safeguarding patient data across 1,200+ exams annually and maintaining hospital accreditation standards

### Operations Manager | Excel, Clover POS, SalonRunner, QuickBooks

Jan 2019 – Dec 2022

*A'vion Salon and Spa*

*Algonquin, IL*

- Led the full setup of electronic business systems before launch, implementing Excel, Clover POS, SalonRunner, and QuickBooks to create the salon's first fully digital operations workflow
- Introduced demand-based scheduling decreasing idle time 18% and improving client satisfaction 15%
- Managed invoicing, payroll support, record keeping, and vendor relationships to streamline financial operations

## PROJECTS

### A'vion Salon and Spa Analytics | Python, Excel, Tableau

2025

- Analyzed cancellation patterns leading to scheduling policy changes that reduced same-day cancellations by 25%
- Ranked top-performing services, increasing repeat bookings by 12% and improving service revenue mix 8%
- Developed dashboards to support decision-making around pricing, staffing, and promotion strategy

## TECHNICAL SKILLS

**Data Analysis and Modeling:** Data cleaning, EDA, KPI design, anomaly detection, forecasting, regression, classification, NLP

**Programming and Query Languages:** Python (pandas, NumPy, scikit-learn), R, SQL (joins, CTEs, window functions)

**Tools and Software:** Power BI, Tableau, Excel (PivotTables, Solver), RStudio, Jupyter Notebook, Git/GitHub, AWS, Hive, Spark, DBeaver, Epic, PenRad, PACS

**Business Intelligence:** Dashboard automation, ETL pipelines, data storytelling, data governance, HIPAA-compliant practices