Samantha Calkiewicz

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Algonquin, IL

EDUCATION

University of Texas Rio Grande Valley — Edinburg, TX
Master of Science in Business Analytics and Artificial Intelligence — *Jan 2025 – Dec 2025*

Oak Point University — Oak Park, IL
Bachelor of Science — *Jan 2023 – April 2024*

EXPERIENCE

Administrative & Data Support Specialist | 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* — 2024

- 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