

Jeff Shelton

Data Analyst

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Profiles

Jeff Shelton
LinkedIn

shelton0017
GitHub

Technical Skills

Data Analysis

Python, SQL, Microsoft Excel, R

Data Visualization

Matplotlib, Seaborn, Power BI, Looker

Database Development

Oracle SQL, MySQL

Survey Development

Survey Monkey, Qualtrics, Typeform, Google Forms, Survey CTO

Experience

SAMA

Data Analyst - Impact

February 2024 - Present

Nairobi

https://www.sama.com/

- Developed and implemented a plan to capture and retrieve the organizations missing data which **increased the accuracy of available impact proxy data from 74% to 97% improving the organization's existing monitoring and evaluation structures.**
- Streamlined M&E systems to capture production staff impact departure data** by developing a new exit survey on SurveyMonkey to capture both quantitative and qualitative data ensuring richer data.
- Automated data trackers, realizing 10x efficiency** by reducing monthly report generation from hours to 25 minutes, reducing monthly report turnaround time.
- Played a **vital role in estimating the organization's full scope 3 emissions footprint across geographies** via the Business Emissions Estimator and through the development of a travel survey administered to track staff travel emissions using physical data.

Career Connections Limited

Research Analyst

May 2023 - February 2024

https://www.careerconnectionsLtd.com/

- Extracted and cleaned data from the finance department regarding the search department's track record using **Excel and Python on Jupyter Notebooks (using libraries such as pandas, and numpy)**, ensuring data accuracy and usability.
- Created detailed presentation decks and dashboards to update senior management** on the business unit's status, thereby providing crucial insights for strategic decision-making.
- Collaborated with the managing director to clean and organize client data**, resulting in a presentable and editable data set that is now a valuable resource for the senior management team in tracking their client leads.
- Conducted data extraction, transformation, and loading (ETL) from various sources for analysis and presentation**, streamlining data handling processes and ensuring data accuracy.
- Conducted comprehensive market research** on Mauritian companies to provide the organization with timely and accurate information for business development which led to the closing of new business deals and clients.
- Conducted over 10 competency-based interviews to help in monitoring and evaluating** the developmental areas of WFP Somalia staff as part of an upskilling program.
- Supported the organisation's senior management in coming up with the organization's technology strategy strategy for 2024.

60_Decibels

Data Analyst - Impact

February 2022 - April 2023

Nairobi

https://60decibels.com/

- Coordinated projects across different geographies efficiently** which led to the success of 20+ projects that brought in over \$750,000 in revenue to the organization.
- Facilitated 20+ researcher training and upskilling for various projects** in a variety of sectors (**Energy, Agriculture, Health, Climate Action, and Refugee Investment**) that ensured high-quality insightful data was collected.
- Collaborated with research coordinators to run **data quality checks and quality assurance on data collected** by researchers through phone interviews.
- Performed advanced analysis on collected data using a combination of MS Excel, Google Sheets, Qualtric's StatsIQ, Python, and SQL** to generate KPIs and relevant sector metrics, this ensured that the quality of analysis on the presentation was detailed and accurate.
- Created dashboards on Power BI and presentation templates on MS PowerPoint** that would best tell the stories from the data collected using data visualization principles making high-detail reports easily understandable.
- Performed data cleaning on data collected by researchers through consistent and rigorous quality checks** ensuring high data quality was high, insightful, and meaningful for analysis which leads to increased nuance in findings and reporting.
- Ensured all deliverables, final reports, and datasets of completed surveys by researchers were delivered on time to the client which **fostered client-company relationships leading to client retention.**
- Mentored new staff** on how to use different technologies and solutions within the organization.

Microsoft Skills4Afrika

Software Engineering Intern

September 2021 - December 2021

Nairobi, Kenya

- Submitted progress reports of ongoing projects to the supervisors as the project lead.
- Organized and delegated responsibilities** to other interns over Azure DevOps
- Collaborated with fellow interns** over GitHub to complete all tasks and assignments.
- Used Flutter to develop a functioning event management mobile application and connected the application developed to a SQL database that allowed us to store and retrieve specific sets of data for reporting.
- Applied DevOps continuous planning principles** throughout the project ideation and development.

Certifications

IBM Data Science Practitioner Certificate

IBM

- Importing and cleaning data sets, analyzing data, and building and evaluating data models and pipelines using Python.
- Skills: Artificial Intelligence, Machine Learning, Python, SQL**

Introduction to Data Science

HarvardX

- Linear Regression, Multiple and Polynomial Regression, Model Selection and Cross-Validation, Classification and Logistic Regression, Hypothesis Testing

Enterprise Design Thinking

IBM

Education

United States International University - Africa

Bachelor of Science in Applied Computer Technology

Concentration: *Distributed Systems & Mobile Computing*

Minor: *French*

Core courses: Introduction to Artificial Intelligence, Applied Machine Learning, Business Data Analytics, Management Information Systems, Database Development, Research Methods (*Quantitative and Qualitative*)

Languages

English

Native proficiency

Swahili

Native proficiency

French

Elementary proficiency