

# Themelis Soulounias

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## SKILLS

**Hard Skills:** Excel, SQL, Python Programming, Python Pandas, R Programming, Analysis, ETL Pipeline

**Software:** Windows, MacOS, Linux, Microsoft Suite, Google Suite, Microsoft PowerApps, Microsoft Access, Jira

**Soft Skills:** Presentation Skills, Project Management, Video editing, Graphic design, Fluent in Greek

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## EXPERIENCE

### Business and Marketing Analyst

#### Certified Ceramics

August 2023 – Present

- Optimize marketing strategies on Meta and Google Ad platforms through data-driven analysis, A/B testing, and collaborative efforts, resulting in increased ROI and 30% increase in total monthly revenue.
- Analyze and communicated financial metrics of the company's sales and operations to improve product prices, pricing models, and the overall business strategy, using Google Sheets, Microsoft Excel, SQL and Python for comprehensive financial analysis, dash-boarding, and report generation.
- Utilize Google Apps Script to develop an automated scheduling solution, seamlessly integrating with business appointment calendars to streamline and optimize scheduling processes.
- Optimize the website specifically for enhanced conversion rates, employing various strategies and techniques to maximize visitor engagement and drive increased conversions, increasing bookings by 50%.

### EHS Manager

#### Skanska Koch

March 2023 – October 2023

- Work with project management to ensure regulatory compliance and safety needs of projects.
- Developed user friendly training tracker in Excel with dashboard for engineering to track employee training needs.
- Develop and deliver training for craft. Develop and deliver presentations to project stakeholders on project progress and needs. Lead daily project safety meetings.
- Developed a solution utilizing SQL, Python and Excel that took data from the training records web system and transformed it to a usable format for non-technical users to transfer training records data. Primary solution for the regions business unit, reducing data entry hours by 80%.
- Generated Daily, Weekly, and Monthly Reports with utilizing SQL, Python, and Excel from collected project data.
- Maintain and track supply inventory.

### Safety Specialist

#### Delaware River Port Authority

September 2019 – March 2023

- Work within a team to manage environmental health and safety for the Delaware River Port Authority (DRPA) bridges, DRPA construction and maintenance facilities, PATCO train line, PATCO train stations, and other facilities. Write, maintain, and update, authority safety policies and standard operating procedures.
- Coordinate, plan, create, schedule, and instruct safety related training both in-person, virtual, or blended environments.
- Responsible for creation, execution, and maintenance of COVID-19 tracking solution using Python, SQL, and Excel. Serving over 800 employees, and providing reports to external agencies such as the FTA. Introduced new standards and practices currently in place, alleviating strain on the Human Resources department.
- Develop in-house hazard tracking solution using Microsoft Power Apps Eliminating the need to purchase a safety managements System for hazard tracking, saving \$5,000 in annual subscription costs.
- Navigated newly necessary systems at the start of the pandemic to create training content and processes within 2 days of the next scheduled contractor safety briefing, resulting in zero delays, increasing contractor on-boarding from the then maximum of 12 a week to now 50+, and subsequently introducing the new workplace on-boarding standard actively used for new hires today.
- Utilize available media and systems to create a graded course which allows the authority to now train employees on defensive driving in-house. The insurance agent approved the content, and the authority no longer needs to purchase the services, saving \$3,000 in annual costs.

### Environmental Health Safety Specialist

#### ABKaelin, LLC

March 2018 – September 2019

- Collaborate with client to maintain safety regulations related to occupational, fire, industrial hygiene, and environmental regulations. Analyzing incident and injury data to spot trends and act to reduce future occurrence.
- Create and maintain SQL database for storing materials inventory information. Importing data using PowerQuery into Excel for use in pivot tables to create dashboards.
- Create, file, maintain forms and checklists. Create Weekly Safety presentations. Conduct accident/incident investigations and hazard analysis.

- Develop and maintain client database in Microsoft Access of PPE to track required checks and replacements. Maintain records of accidents, injuries, fires, near misses, and other occurrences. Maintain records and analytic reports on biometric monitoring and safety statistics.

### **Quality Assurance Laboratory Technician**

**Sunshine Dairy Farms / Saputo Inc**

**June 2017 – January 2018**

- Analyze data and laboratory reports for issues and halt production if needed to correct them.
- Developed new maintenance schedule that reduced facility downtime by 46% by analyzing production fault data using Excel.
- Maintain sample data on InfinityQS database of over 150 products. Maintain product inventory status of over 150 products on IBM AS400 Database. Utilizing SQL Server to retrieve data for reports.
- Clean and compile data into reports for QA supervisor to make data-driven decisions on product release. Only a technician with supervisor approval can release product from the facility.
- Manage multiple tasks in a fast-paced environment, while maintaining high accuracy and quality standards.
- Generate daily reports on issues, corrections, potential issues and suggest lab/production improvements.

### **Safety Officer**

**Corcon Inc.**

**July 2011 – November 2016**

- Held weekly safety training meetings to employees, resulting in a 25% decrease in workplace injuries.
- Reported and accountable to several different government agencies including the EPA & OSHA.
- Developed a database in MS Access for safety records allowing for storage of training and incident data.
- Developed an Extract, Transform, and Load (ETL) pipeline for coatings thickness database and report generation.

### **Undergraduate Researcher**

**Dr. Ma's Materials Research Group, University of South Florida**

**January 2015 – January 2016**

- Develop and test metal-organic framework materials.
- High volume sample formulation, preparation, and testing.
- Research novel field related information to design experiments around and document reports/procedures.
- Maintain lab cleanliness, emergency equipment, store, and log chemicals. In charge of Lab Safety.
- Constructed a robot from scrap electronics and Arduino controller that carried out repetitive experimental processes, resulting in 22 hours of saved time per test trial.

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## **CERTIFICATIONS**

### **Google Data Analytics Professional Certificate**

Coursera • 2023

- Competency in tools and platforms including spreadsheets, SQL, Tableau, and R. Knowledge on how to prepare, process, analyze, and share data for thoughtful action.

### **Associate Safety Professional, ASP-25687**

Board of Certified Safety Professionals • 2016

- Certified in Safety Management, Risk Analyses, Personnel Training, Statistical techniques

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## **EDUCATION**

### **College of Arts and Sciences, University of South Florida, Florida**

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- Bachelor of Science, Chemistry

### **College of Arts and Sciences, Saint Petersburg College, Florida**

College of Arts and Sciences, Saint Petersburg College

- Associate of Science, Biomedical
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