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TINA CROXTON

SKILLS

- Understanding of database management systems and SQL.
- Proficiency in data analysis tools including Excel and SQL.
- Proficiency in programming languages such as front-end and back-end JavaScript and Node.js.
- Familiarity with back-end technologies such as express and npm.
- Familiarity with version control systems such as Git.
- Experience with software testing, debugging, and troubleshooting.
- Ability to write clean, efficient, and maintainable code.
- Strong problem-solving and analytical skills.
- Knowledge of statistical analysis and data visualization techniques.
- Experience with data modeling and database design.
- Ability to gather, clean, and transform data from various sources.

EXPERIENCE

Paylocity, Remote – *Data Conversion Specialist*

SEPTEMBER 2021 – PRESENT

- Extract data from various sources, including spreadsheets, databases, and other software platforms.
- Transform data to ensure it meets the required format and structure for importing into Paylocity's system.
- Map data fields from source systems to the appropriate fields in Paylocity's system.
- Import data by writing queries and scripting via Microsoft SQL.
- Test and validate data to ensure accuracy and completeness.
- Troubleshoot data issues and work with internal teams to resolve them.

Georgia Multiple Listing Service, Tucker, GA – *Data Administrator*

NOVEMBER 2018 – SEPTEMBER 2021

- Write queries using Microsoft SQL to create statistical reports.
- Maintain data accuracy across real estate listings in Georgia (25,000+ active listings as of 6/12/2021).
- Maintain 3rd party vendor accounts and troubleshoot data retrieval issues via the API and/or RETS feed.
- Teach 3rd party vendors how to navigate our syndication tools, as well as provide tech support.

AICA Orthopedics, Marietta, GA – *Data Analyst/Accounting Assistant*

JUNE 2013 – NOVEMBER 2018

- Calculate patient compliance across 15 separate medical clinics.
- Track daily, monthly and yearly trends to forecast the number of new patients and procedures.
- Reconcile bills and invoices with multiple companies and distribute payments.
- Calculate and distribute the necessary petty cash for 15 medical locations.
- Manage checks for payments, refunds and all interoffice corrections.

EDUCATION

Georgia Tech, Atlanta, GA – *FullStack Web Development Certificate*

JANUARY 2023 – JULY 2023 (IN PROGRESS)

Rutgers University, Camden, NJ – *Bachelor of Arts in Mathematics*

SEPTEMBER 2010 – MAY 2016

AWARDS

Rutgers University, Camden, NJ – *Women's Basketball Letter Winner*

SEPTEMBER 2010 – MAY 2014