

Data Analyst Data Analyst Minneapolis, MN Work Experience Data Analyst Banner Engineering Corporation - Plymouth, MN September 2017 to Present Builds online catalogues to better provide part specs to customers and distributors Monitor newly released parts and checks that all information is properly associated before publishing to the website Applies advance Excel functions to understand formerly jumbled data Handles IT tickets in a timely manner Works with Engineers to successful launch new product lines Account Coordinator CH Robinson - Eden Prairie, MN July 2016 to September 2017 Works closely with carriers to coordinate pickups in a timely manner Works well across departments to pickup freight on time Schedules with shippers to best fit their schedule Compiles detailed logs of freight movement to ensure all pickups are accurate Manage vendor accounts by resolving old issues Build lasting relationships inside and outside of the company Server Chili's Bar and Grill - Bloomington, MN May 2014 to February 2017 Demonstrate excellent customer service skills, answering telephones and processing financial transactions Converse clearly, courteously and proficiently with customers and coworkers Clean restaurant's premises before starting and after closing Jr. Web Developer Media Junction - Saint Paul, MN June 2015 to June 2016 Works closely with the front-end developer to assist in the coding of clients' websites. Works with the support coordinator to deliver development support updates on time. Codes stylesheets, scripts, modules, templates, and pages from the design provided and ensures the highest code standards/best web practices are met Ensures proper display and functionality of websites across browsers and devices Assists in content implementation Data Entry The Lawlor Group - Eden Prairie, MN January 2008 to August 2014 Adept at word processing, record keeping, filing and sorting Exhibited great attention to detail Input data into a variety of computer programs with pace and accuracy Education Bachelor of Arts in Mathematics Luther College - Decorah, IA December 2015 Skills Microsoft office (10+ years), Customer Service (3 years), Organizational Skills (10+ years), Analytics (1 year), Time management (4 years), Excel, Data Entry, SQL, Excel, MS Office, Microsoft Office, Powerpoint, SQL Certifications/Licenses CPR Certification June 2019 to June 2021

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