**Jonathan Denny**

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**Entry-Level Data Analyst**

* Upcoming Northeastern Illinois University graduate offering a strong academic background in a breadth of computer science subjects combined with real-world office management experience.
* Consistently recognized professionally for strong technical troubleshooting skills and database creation/management, while maintaining efficiency and professionalism.
* Quick learner of new technologies, successful in team or self-directed work settings, and excellent interpersonal communication skills.

**Education**

NORTHEASTERN ILLINOIS UNIVERSITY, Chicago, IL 112/120 Credits Earned

Pursuing a B.S. in Computer Science • GPA: 3.5/4.0

Concentrations in Information Technology and Data Science

Expected Graduation: May 2022

**Technology Summary**

**Languages:** Java, HTML, CSS, SQL, Python, R

**Databases:** phpMyAdmin

**Systems:** Mac OS Monterey, Windows, Mobile

**Software:** Anaconda, Spyder, IntelliJ, RStudio, PyCharm, SublimeText, MS Office

**Work Experience**

BRIGITTE SCHMIDT BELL, P.C., Evanston, IL **Office Manager • Feb. 2015 – Jan. 2019**

Managed client and administrative files, emails, supplies, and office resources; Oversaw calendar activities and meeting logistics for three attorney firm with over 100 active clients; Provided expert customer service support including new client intake interviews, promptly attending to current client concerns, and cultivating positive vendor relationships; Created and oversaw office databases for all files, attorney continuing education, and marketing outreach; Provided intermediate technical and server support.

**Professional Training**

**Mediation Skills Training Center for Conflict Resolution, Chicago, IL**

Center for Conflict Resolution, Chicago, IL – Completed July 2017

**Available for Relocation & Travel – References Available upon Request**