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Portfolio

- ❖ For a current repository of examples that demonstrate my skillset in the legal and data science fields consult my Github profile, specifically at [GitHub.com/WilliamChaudoin/Portfolio](https://github.com/WilliamChaudoin/Portfolio). Examples available include documents harnessing Python, SQL, Cloud Databases and API, Machine Learning, R, SAS, Data Mining, Microsoft Excel, Microsoft Power BI, Microsoft Word, Jupyter Notebooks, etc. This repository is continuously being updated so check for more content going forward as some material may not be readily available.

Expertise

(Consult Expertise document for more detail)

- | | |
|---------------------------------------|--|
| ❖ Database Utilization and Management | ❖ Microsoft Excel |
| ❖ Data Analysis/Analytics | ❖ Microsoft Power BI |
| ❖ Python | ❖ Windows PowerShell |
| ❖ SQL | ❖ JupyterLab |
| ❖ SAS | ❖ Enterprise Resource Planning and Inventory Management programs |
| ❖ R | ❖ Cloud Computing and Environments |
| ❖ Regression Analysis Models | ❖ Cognos Analytics |
| ❖ Machine Learning Designs | |

Education

Western Kentucky University (WKU), Bowling Green, KY

Program(s): Master of Arts (M.A.) in Applied Economics, Certificate in Economic Data Analytics

Graduation Date: May 2019/May 2020

Eastern Kentucky University (EKU), Richmond, KY

Program(s): Bachelor of Arts (B.A.) in Applied & International Economics, B.A. in Paralegal Science, B.A. in Political Science

Minors: Business, Statistics, Mathematics

Graduation Date: May 2018

Awards/Certifications

- ❖ **IBM Data Analysis and Visualization Foundations Specialization**, Awarded May 2023, Issuer: Coursera/IBM
- ❖ **IBM Data Analyst Professional Certificate**, Awarded April 2023, Issuer: Coursera/IBM
- ❖ **SAS Statistical Business Analyst Professional Certificate**, Awarded April 2023, Issuer: Coursera/SAS
- ❖ **IBM Data Science Professional Certificate**, Awarded April 2023, Issuer: Coursera/IBM
- ❖ **IBM Applied Data Science Specialization**, Awarded April 2023, Issuer: Coursera/IBM
- ❖ **IBM Data Science Fundamentals with Python and SQL Specialization**, Awarded April 2023, Issuer: Coursera/IBM
- ❖ **Microsoft Office Specialist: Excel Associate (Office 2019) Certification**, Awarded February 2023, Issuer: Microsoft
- ❖ **Certificate in Economic Data Analytics**, Awarded May 2020, Issuer: WKU
- ❖ **2017 Kentucky Paralegal Association (KPA) Paralegal Student Scholarship**, Awarded October 2017, Issuer: KPA
- ❖ **2015 EKY Kyle J. Thacker Memorial Economics Scholarship**, Awarded October 2015, Issuer: EKY

Employment History

Career Break, Lexington, KY

Health and well-being, October 2022 – March 2023

- ❖ Between 2019 to 2022, the Covid-19 pandemic restricted my movement to a small rural farming community where I faced personal and family health issues, complications from a major car wreck, and other difficulties caused by the pandemic. In July 2022, I moved out of the rural community into a house in Lexington, KY to begin a new chapter in life. With the end of the Virginia Project, I decided to take time to assess my life and to decompress from major personal issues that occurred during the previous years to improve my mental health. This time allowed me to enhance my skills and knowledge regarding Data Science by focusing on regression techniques, research methods, Microsoft Excel, Microsoft Power BI, SQL, Python, etc. I now feel I've moved passed the pandemic and ready to continue my career in Data Science with more focus and a better skillset.

Robert Half International, Remote Position

Senior Data Manager/Analyst on the Data Management Team /Floating Pod Lead/Fact Finder on Virginia Project, June 2021 – August 2022

- ❖ Performed management duties related to multiple workflows focused on Virginia Employment Commission (VEC) unemployment claims that contained several pods to which dozens of individuals were assigned. Oversaw data collection, data entry, data management, and data analysis duties related to the entire Virginia Project. Assigned to supervise other members on the Data Management Team along with the individuals allocated to each workflow. Undertook database system creation duties and the creation of data analysis reports to upper management and to VEC officials. Required extension and technical knowledge of various statistical programming languages and systems involved in Data Science. Utilized tools related to Microsoft Excel, Power BI, SQL, Windows Powershell, R, etc.

Ford Farming Company, Various Onsite Locations

Project Lead/Data Management, May 2007 – June 2021

- ❖ Organized and collaborated on various agricultural projects. Duties included project supervision, training and recruitment of labor, handling data collection for production reports, tracking labor hours and wages, and management of data sources, providing forecasting reports to ownership regarding project completion and management, preparing area for harvesting by supplying necessary equipment, inventory management of equipment and products, taking products to market, procuring initial resources for production, etc.

ProLogistix, Louisville, KY

Independent Contractor/Shipping Officer, January 2021 – June 2021

- ❖ Undertook assignments for United Postal Service (UPS) for the Healthcare and Sterling departments. Duties and requirements included managing the shipment and receipt of all products, materials, and supplies, collaborating with logistics technicians, quality control technicians, service providers, and others involved in the shipment and receipt of products, tracking, tracing, and updating the status of incoming and outgoing shipments, maintaining a clean, neat, and member-ready area, promptly unloading trucks and deliveries and sorts and stocks receivables, maintaining an accurate log sheet of daily moves, scanning inventory, and counting accurately, engaging with vendors and drivers with a positive attitude, scanning and sorting incoming and outgoing stock, receiving, stocking, and stacking, pulling, packing, and loading, good written and verbal communication skills, strong sense of time organization and urgency, able to work independently and within a team, operating heavy machinery such as book binding equipment, heavy-duty conveyor belts, pallet jacks, and multi-book packing machines, utilization of in-house hardware and software.

The Kroger Company, Richmond/Bowling Green, KY

General Merchandise/Grocery Clerk, August 2017 - September 2019

- ❖ Duties comprised of daily orders for General Merchandise department using the in-house ERP, forecasting future sales using historical sales data, inventory replenishment using corporate databases; attended daily management meetings to report department related objectives, to receive overall store performance, and customer satisfaction; handled customer service requests, daily deliveries and distribution of goods to the appropriate departments, ensured correct pricing of materials including price adjustments to sale items, maintained presentable appearance in department related areas and correct location of products. Required basic to intermediate level understanding of various computer software and hardware, ability to adjust to changing environments, remaining calm under pressure, personable with customers and individuals in high conflict scenarios, multi-tasking, reliability, time management, and a strong acumen for sorting and organization.

Cliffs of Moher, Bowling Green, KY

Barback/Bartender/Security Officer; October 2018 – June 2019

- ❖ Performed barback, bartending, and security duties. Quickly prepared and served customers with multiple orders, quickly prepared multiple mixed drinks and wine, liquor, and beer, identified when to end service to intoxicated customers, awareness of suspicious behavior, using in-house billing and accounting software (register experience), patron identification, inventory management, sanitation services, risk identification, customer service, conflict resolution, time management, product replenishment, providing security and safety to patrons and fellow staff, monitoring perimeter for safety concerns, assessing customer aggression or intoxication, construction and manual labor, and other duties.

McCloud Law Group, Lexington, KY

Paralegal/Intern; January 2018 – August 2018

- ❖ Duties involved legal accounting knowledge, document preparation and e-filing, legal research, Initial contract drafting and execution using legal terminology, editing and proofreading, document storage and retrieval, Monitor existing contract negotiation, database management, Modify contracts for renewal or extension, evidence collection and investigation, background and investigative journalism, data analysis using various platforms and sources of information, financial recording through deposits and banking requests, in person court filing and court records inquiry, utilized a massive medical database in relation to the formation of a state medical review panel to address medical malpractice cases within Kentucky, handled office technical errors and purchase requests for new hardware, responded to office communications through email and physical mail, customer service requests with clients and opposing counsel, interviewed potential clients with detailed records, and other troubleshooting needs. Required navigating state and federal databases and software, utilizing standard office programs such as Microsoft Word, PowerPoint, Outlook, OneDrive, Power BI, Excel, Windows Powershell I, in-house accounting software, and DropBox from a basic to intermediate level, ability to harness recording and video equipment, operate large scale printing, scanning, faxing, and multi-line phone equipment.

Eastern Kentucky University, Richmond, KY

Night Receptionist/Security Officer; March 2013 – May 2017

- ❖ Duties comprised of student identification, sanitation services, risk identification, customer service, conflict resolution, time management, providing security and safety to students and fellow staff, Monitoring perimeter for safety concerns, Assessing student aggression or intoxication, MS Office proficiency, Utilized in-house security software, Maintain housing department security credentials, Relationship building to work harmoniously with others at all times, Team building skills, Answering phone lines and responding to correspondence, Help students with questions and issues, Navigate and update database with student and guest information, Prioritizing tasks while staying focus on several projects simultaneously, Diligently following up on outstanding security concerns, Remaining calm during emergencies, Organizing prompt evacuation of building during fire drills and emergencies, Working closely with campus police to handle possible criminal activity

Publisher's Printing Company, LLC, Lebanon Junction, KY

Co-Mailer; May 2014 – August 2014

- ❖ Hired to Co-Mail department for preparation of shipment of books and magazines while also providing aid to Binding department when requested. Duties and requirements included Handling the shipment and receipt of all products, materials, and supplies, Collaborating with logistics technicians, quality control technicians, service providers, and others involved in the shipment and receipt of products, Tracking, tracing, and updating the status of incoming and outgoing shipments, Maintaining a clean, neat, and member-ready area, Promptly unloading trucks and deliveries and sorts and stocks receivables, Maintaining an accurate log sheet of daily moves, scanning inventory, and counting accurately, Engaging with vendors and drivers with a positive attitude, Scanning and sorting incoming and outgoing stock, Receiving, stocking, and stacking, Pulling, packing, and loading, Good written and verbal communication skills, Strong sense of time organization and urgency, Able to work independently and within a team, Operating heavy machinery such as book binding equipment, heavy-duty conveyor belts, pallet jacks, and multi-book packing machines.