

# Anna Barbera

DATA ANALYST

## Details

Winston-Salem, NC, 27104

USA

+1 (210) 956-9500

[annacbarbera@gmail.com](mailto:annacbarbera@gmail.com)

## Software

SQL

Python

Full Stack Data Visualizations

HTML/CSS

Flask

JavaScript

GitHub & GitBash

Adobe Photoshop

Microsoft Office

Microsoft Excel

DocShuttle

ByteScribe

## Skills

Python Libraries:

Pandas

NumPy

Matplotlib

Sklearn

SciPy

Anaconda

Beautiful Soup

Selenium

Mongoengine

Other Skills:

Predictive Modeling

Jupyter Notebooks

Database Development

Understanding of ORM Libraries

Creative Thinking

Excellent Communication Skills

Strong Analytical Skills

Project Management

## Profile

Ambitious contributor with a history of self-motivated success in a variety of roles.

Expertise in client facing roles, remote employment, quality control, collaborative roles, and fast-paced workforce environments that require high levels of accuracy.

Willing to relocate.

## Employment History

### Medical Transcriptionist, Your Second Office, LLC, Baton Rouge, LA

2016 – 2022

- Interpret and convert written and verbal information to data driven KPIs.
- Produce high volumes of daily deliverables from raw data.
- Execute fast turn-arounds for urgent deliverables.
- Maintain privacy and data security of deliverables.
- Expert ability to prioritize projects under constant deadlines.
- Execute proper flagging procedure for compromised files.
- Ensure accurate documentation and organization with regards to deliverables.
- Generate and organize a high number of sensitive documents in multiple company databases.
- Trained and mentored new hires.

### Business Manager, Rene Barbera, Tenor, LLC, International

JANUARY 2015 – DECEMBER 2018

- Maintain and organize business records and financial information.
- Process, organize, and prioritize incoming mail, including time-sensitive documents and contracts.
- Generate and distribute financial spreadsheets.
- Copy writer.
- Design and produce social media content.
- Creative liaison and content builder with public relations team, focusing on brand awareness and marketing campaigns.

### Business Associate, Adecco Employment Agency

- Verizon Wireless Call Center, quality control and processing customer contract activation and termination paperwork.
- American Eagle Outfitter's National Headquarters. Extract, organize, and manage data in computer databases; process customer service claims.
- Receptionist at Barrett Jaguar. Answer and manage multi-line phones, provide customer service, data entry, calendar management, MS office, maintaining a cheerful and helpful disposition.

*More employment history available on request, which includes a history of full and part-time retail, customer service, and receptionist roles.*

## Education

### Data Science & Analytics Boot Camp , Georgian Technical University

SEPTEMBER 2022 – MARCH 2023

**Master of Music, Vocal Performance and Opera, Northwestern University, Evanston, IL**

**Bachelor of Music, Performance, Slippery Rock University of Pennsylvania, Slippery Rock, PA**

Graduated summa cum laude with high honors and academic scholarships.