

Resume - Sarah Williams

I am a **high school graduate** with some exposure to general computer skills, but I have no formal education or significant work experience in data science or analytics. While I have an interest in working with data, I have not yet had the opportunity to gain relevant skills or experience in this field. I am looking for an entry-level role to help me develop my career, but I am still in the process of learning the basics.

EDUCATION

2019 – 2021

High School Diploma - ABC High School, Tasmania, Australia.

Graduated with a focus on general subjects but did not take any specialized courses in mathematics, programming, or data analysis.

PROFESSIONAL EXPERIENCE

2022 – Present

Retail Assistant – XYZ Store, Tasmania

- Responsible for customer service, stock management, and maintaining the store's appearance.
- No direct experience with data-related tasks or any form of analysis.
- Performed basic administrative duties, such as processing transactions and managing inventory using store software.

2020 – 2022

Barista – Café Delights, Tasmania

- Provided customer service, prepared coffee and food items, and maintained cleanliness of the store.
 - No exposure to data analysis or any tasks related to statistics, data management, or coding.
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PROJECTS

2021

Introductory Online Coding Course (Completed)

- Took a basic **coding course** on a platform like Codecademy.
 - Learned basic concepts in HTML and CSS, but no exposure to Python, SQL, or any data analysis languages.
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SKILLS AND PROFICIENCIES

Basic Proficiency:

- **Microsoft Office** (Word, Excel - basic knowledge of formulas and spreadsheets)
- **HTML** (basic webpage layout, no coding experience)
- **Customer Service** (Strong communication skills, conflict resolution, and problem-solving in a customer-facing role)

Limited Proficiency:

- **Python** (no experience)
 - **SQL** (no experience)
 - **Data Analysis** (no formal experience)
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ACHIEVEMENTS**2020****Award for Employee of the Month** (XYZ Store)

- Recognized for exceptional customer service skills and a strong work ethic, though no involvement in data-related tasks.
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INTERESTS

- Interested in learning more about data science but have not yet started any formal training.
 - Passionate about improving customer service experiences and finding efficiencies in daily tasks but no exposure to data-driven decision-making.
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ASSESSMENT OF SUITABILITY FOR THE ROLE

- **Strengths:**
 - Strong **communication** and **customer service** skills, which may help in collaborating with stakeholders in a team environment.
 - **Willingness to learn** and enthusiasm for entering a new field.
- **Areas for Improvement:**
 - **No relevant education** or formal training in **data science, analytics**, or any data-related tools.
 - **No experience** with **programming** languages like **Python** or **SQL** or any form of statistical or data analysis.
 - Lacks experience with **business intelligence** tools, **machine learning**, or any kind of data visualization.
 - Requires **extensive training** to be able to contribute meaningfully to data analysis tasks or projects.