Angelina Dye

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Portfolio: https://github.com/adye7/ADyePortfolio.git

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CAREER OBJECTIVE

Certified Data Analyst, with a Bachelor's Degree and a strong background in Qualitative and Quantitative Research. Seeking a position to return to the workforce full-time after an extended medical leave. Thorough background in office and computer work with updated skills, such as: Advanced Excel and SQL, Python, and Power BI.

EDUCATION

IBM Data Analyst Professional Certification   (Certification #: IQVI1W415D6R)   4/2024 - 1/2025
Coursera Online   *Mountain View, California (Remote)*   GPA: 3.88, *Honors in Advanced SQL*
Completed an IBM Capstone Project (see portfolio)

Bachelor's Degree   Psychology *(with emphasis on Research)*   1/1999 - 5/2002
Rider University   *Lawrenceville, New Jersey*   GPA: 3.74, *Magna Cum Laude*
Completed 6 Independent Research Studies (sample available in portfolio)

SKILLS

SQL: MySQL, SQLite, MS SQL Server, IBM Db2; **_Techniques_**: DML & DDL Commands, Aggregate Functions, Common Table Expressions (CTE), Window Functions, Stored Procedures, ACID Transactions, JOIN Statements, Inner JOIN, Outer JOIN, Views

Python & Libraries: Jupyter Notebook/JupyterLite, IBM Watson, Google Colaboratory, Pandas, NumPy, BeautifulSoup, Folium, Plotly, Matplotlib, Seaborn, Scikit Learn, SciPy, StatsModels, Dash, TQDM, PyWaffle, Requests

Microsoft: Power BI, SQL Server; Excel (Advanced): Pivot Tables, Charts, Flash Fill, VLOOKUP, HLOOKUP, COUNTIFS, SUMIFS, XLOOKUP, Dashboards, Reference Functions, Text to Columns; Office 365: Access, PowerPoint, Word, Teams, CoPilot, Designer, OneDrive, OneNote, Outlook, Paint, Planner, Publisher, SharePoint

Google: Looker Studio; Workspace: Drive, Sheets, Slides, Docs, Forms, Meet, Calendar, Chat, Gemini

IBM: Cognos Analytics, Watson, Watson Studio, Watsonx, Cloud IDE, Db2

Apache: Apache Hadoop, Apache Spark, Apache Hive

Generative AI: Akkio, OpenAI ChatGPT, WatsonX.AI, DataRobot, Hal9, MostlyAI, Looker AI, ChartPixel, Columns.AI, ChatCSV, Tomat.AI, Gemini, CoPilot

Other Programs: Tableau, Chart.js, Canva, Polaris LEAP, ADP, Transaction Processing System (TPS)

Data Collection: Extraction, Import/Export, Data Mining, ETL Process, Interviews, Surveys, Formatting, Transformation, Wrangling, Documentation, Geospatial, Outliers, Overfitting, Query, API, RESTful API, Web Scraping, HDFS, Big Data, Data Lakes, Data Warehouses, Real-world Datasets

Data Preparation: Anomaly Detection, Missing Values, Binning, Accuracy, Cleaning, Filtering, Manipulation, Normalization, Parsing, Sorting, Standardization, Validation

Data Analysis: A/B Testing, Behavior, BI, Descriptive Statistics, Categorical, Descriptive, Diagnostic, Exploratory (EDA), Pattern Recognition, Pivot Tables, Predictive, Prescriptive, Qualitative, Quantitative, Regression, Statistical, , Pearson Correlation Method, Chi-Squared Test, Data Modeling, Machine Learning, Large Language Models (LLM)

Data Visualizations: Presentations; **_Tabular_**: Tables, Dashboards, Interactive Dashboards, Pivot Tables; **_Graphical_**: Bar Charts, Box Plots, Bubble Charts, Chart.js, Gantt, Heatmaps, Histograms, Line Graphs, Pie Charts, Regression Models, Scatter Plots, Tables, Treemaps, Word Clouds; **_Textual_**: APA Style, Report Generation, Research Writing, Data Storytelling

Office: Hardware/Software/Peripheral Device Maintenance, Troubleshooting, and Repair, Computer Programming, Budgeting, Correspondence, Transcription, Dictation, Meeting Notes, Calendar Management, Shipping/Receiving, Supervising, Travel Arrangements, Video Conferencing, Typing 60-65 WPM

Medical: Medicare, Medicaid, Social Security Experience, Charting, Terminology, Assessment, Enrollment

Education Skills: Teaching, Tutoring, Onboarding, Training, Lesson Plans, Record Keeping, Leadership, Evaluation

WORK EXPERIENCE

Library Aide/Floater   **7/2025 - Present**
Auglaize County Public District Library System   *Wapakoneta, OH*
- Employed as needed, mostly evenings and Saturday mornings.
- Filled in for staff as needed and worked with the team to maintain smooth daily operations.
- Adapted swiftly to varied tasks, showing strong communication and organization skills.
- Managed library items and patrons with Polaris LEAP software.

Extended Medical Leave of Absence   **1/2007 - 7/2025**

Office Manager / Administrative Assistant   **1/2004 - 12/2006**
Resource Staffing, Inc.   *Columbus, OH*
- Various general administrative and managerial roles as a temporary employee for several businesses.
- Managed a small business office with operations, including scheduling, supply management, and recordkeeping.
- Supervised administrative staff and trained new employees.
- Maintained office facilities, budgets, and expenses.
- Served as first point of contact for customers, clients, and visitors.

Lead Head Start Teacher   **1/2003 - 12/2004**
Columbus Metropolitan Area Community Action Organization (CMACAO) | Closed   *Columbus, OH*
- Developed and implemented curriculum for pre-school children and assessed development.
- Ensured compliance with state regulations in the classroom, lesson plans, and recordkeeping.
- Supervised and trained teaching assistants and evaluated progress.
- Collaborated with families to support children's growth, learning, and development.

Director of Activities Department   **1/2003 - 12/2003**
Broadmore Assisted Living | Closed   *Hilliard, OH*
- Created and implemented activities; planned and coordinated events.
- Charted resident's status daily & tailored program to fit individual needs and requests.
- Created brochures, calendars, and fliers for the facility.
- Supervised a staff of activity assistants and volunteers, along with hiring vendors and suppliers.

Assistant Supervisor, Psychology Research Laboratory   **1/2000 - 5/2002**
Rider University   *Lawrenceville, NJ*
- Supervised and tutored students, including training, scheduling, and performance feedback.
- Conducted and assisted in experiments with design, data collection, analyses, and documentation.
- Managed day-to-day lab operations, inventory management, and procurement of supplies within the budget.
- Programmed computers for data collection and helped design and build a new apparatus for spatial memory experiments.

Administrative Assistant / Fiscal Assistant   **1/1998 - 5/2002**
Protocall Staffing Services   *Cherry Hill, NJ*
- Assisted various businesses and a non-profit by completing administrative tasks, streamlining operations and document management.
- Created an Excel database to track donations and created an eBay Seller account to monetize donated items for a non-profit children's home.
- Aided fiscal department with an audit by analyzing Excel spreadsheet records for any discrepancies.