

# Angelina Dye

New Bremen, OH | (419) 790-3496 | AngelinaDye7@gmail.com

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

LinkedIn: <https://www.linkedin.com/in/angelina-dye>

## Career Objective

Certified Data Analyst, with a Bachelor's Degree and a strong background in Qualitative and Quantitative Research, is returning to the workforce after an extended leave. Recently certified with updated skills, including Advanced Excel and SQL, Python, and Power BI. Seeking a remote, full-time position. Also open to Ohio hybrid opportunities.

## 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**

*Auglaize County Public District Library System*

**7/2025 - Present**

*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 LEAVE OF ABSENCE**

**1/2006 - 7/2025**

### **OFFICE MANAGER / ADMINISTRATIVE ASSISTANT**

*Resource Staffing, Inc.*

**1/2004 - 12/2006**

*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**

*Columbus Metropolitan Area Community Action Organization (CMACAO) | Closed*

**1/2003 - 12/2004**

*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**

*Broadmore Assisted Living | Closed*

**1/2003 - 12/2003**

*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**

*Rider University*

**1/2000 - 5/2002**

*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 / FISCAL ASSISTANT**

*Protocall Staffing Services*

**1/1998 - 5/2002**

*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.