

AUSTIN ALLEN

PROFILE

Detail-oriented and hard-working graduate, looking for growth and new challenges in the field of data analytics.

CONTACT

PHONE:
281-467-9802

EMAIL:
ajallen1494@gmail.com

SKILLS

Critical Thinking
Customer Service
Data Aggregation
Data Analysis
Data Cleaning
Data Entry
Data Visualization with Tableau /
Medical billing & coding
Microsoft Office
Microsoft Outlook
Power Bi
Python
SQL
R Programming
Self-Directed
Tableau
Time management

PORTFOLIO / CASE STUDY

EDUCATION

Google Data Analytics Professional Certificate
Completed December 2021



Texas State University
Graduated 2019
Bachelor's of Liberal Arts – Applied Sociology

Specialized coursework in:

Quantitative Research Methods
Statistics

WORK EXPERIENCE

J Allen & Associates, Administrative Assistant
November 2019–November 2021

Process medical claims, correspond with insurance companies to ensure a seamless process, and oversee administrative/clerical tasks for the office.

Brazoria County Jail Infirmary, Administrative Assistant
January 2017–June 2019

Used SQL queries and spreadsheets to record and analyze patient encounters. Enhanced patient database to provide all medical team members with real-time patient tracking. Generated detailed patient spending reports and insights to assist the County and Clinical leadership.

Guitar Center, Department Manager
November 2012 - May 2014

Managed a team of sales associates in the professional audio equipment department. Demonstrated strong aptitude for sales, leadership, and customer service.