ALEXIS SHORTER

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Lenoir City, TN 37771

Information & Data Analyst experienced in SQL, Python and Excel
https://alexisshorter.github.io/

EDUCATION

BACHELOR OF SCIENCE IN INFORMATION, BSIS — University of Tennessee — Knoxville, TN   December 2024
Cumulative GPA: 3.78
Honors: cum laude

TECHNICAL SKILLS

Python
Libraries: pandas, matplotlib

R Programming
Packages: dplyr, shinny, ggplot, tm, tidyr

Excel
Tools: Pivot Table, Pivot Chart, XLOOKUP

Power Bi
Tools: DAX, API, Power Query

Communication Skills
Data visualization, critical thinking, collaboration, presentation, leadership

Analytical Skills
Agile learner, attention to detail, organization

SQL
Software: MySQL

DATA ANALYSIS PROJECTS

WORLD LAYOFFS ANALYSIS — *Personal Project* — Knoxville, TN   May 2024
- Utilized **SQL** to analyze a dataset on world layoffs before and during the COVID-19 pandemic
- Performed **data cleaning** using **CTEs** to remove duplicates, standardize data, and address null/blank values
- Applied **CTEs** to visualize rolling totals and compare major company layoffs using the **GROUP BY** and **ORDER BY** keywords

COFFEE BEAN SALES DASHBOARD, INSC 486 — *School Project* — Knoxville, TN   March 2024
- Utilized **Excel** to create a dynamic dashboard for coffee bean sales
- Populated missing information using functions like **XLOOKUP** and **INDEX MATCH** to enhance data comprehension
- Created **PivotTables** to visualize sales trends and used slicers and a timeline to enable dynamic filtering

RELEVANT EXPERIENCE

TOAST DEVELOPER & TEAM LEAD — Connor Concepts Inc. — Knoxville, TN   January 2023 - September 2024
- Delegated and **organized information** while rolling out a **new POS system** (TOAST) at 3 Connor Concepts locations
- Developed a training schedule and **led 18 training sessions** with groups of 5-8 employees at a time to demonstrate and teach the new software
- **Trained new hires** over a 5-day training period and **led shifts** as a Team Lead and Developer

RELEVANT COURSEWORK

DATA 301
Data Stewardship & Analysis

INSC 486
Data Analysis

INSC 436
Analytics & Metrics for UX

INSC 380
Information Management and Organization

STATS 201
Statistical Reasoning