

# ATHENA PHOMMIVONG

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(563) 676-4994

## EDUCATION

**Tippie College of Business** | University of Iowa

December 2023

*B.B.A. Bachelor of Business Analytics and Information Systems*

- Minor: Psychology

**Scott Community College** | Bettendorf, Iowa

August 2016 – June 2020

*A.A. Associate of Arts*

## TECHNICAL SKILLS

**Tools** | Python, Excel, Access, SQL, R, HTML & CSS

**Methodology** | Pivot Tables, Query Organization, Forecasting, Moving Average, Researching, Regression, Website Building

## PROJECT EXPERIENCE

**6-week Trend Analysis at Wehr Family Chiropractics**

May 2022 – July 2022

- Updated their previous excel sheet documenting their collection and new patient trends
- The new excel sheet is more concise in 6-week intervals between the period they are paid and when it lapses over to what improvements is needed to be made before the next business cycle

## WORK EXPERIENCE

**Intern at Farmers Insurance Agency** | Moline, Illinois

June 2022 – August 2022

- Worked on a project under the supervision of David Williams
- Processed and transferred data from a previous ECMS system to a new database
- Appraised a client's assets based on their house, and other variables in their possession

**Receptionist at Wehr Family Chiropractics** | Moline, Illinois

May 2022 – July 2022

- Worked front desk as a secretary to schedule appointment availability
- Created a 6-week moving average excel sheet to document their trends in collections and incoming patient statuses

**Nail Technician** | Illinois & Iowa

February 2018 – Present

- Experienced in acrylic, dip, gel, and polish
- Delegated appointment availability as a technician and receptionist
- Acquired an apprenticeship opportunity from Nails De Vie to practice as a nail technician to become licensed

## LEADERSHIP AND VOLUNTEER EXPERIENCE

**Freight House Farmer's Market Seller** | Davenport, IA

July 2017

- Coordinated setting up an Asian inspired stand for a small business named, "Hoa Thanh"
- Practiced bartering and negotiation skills with customers to buy products sold at the stall

## AWARDS AND NOMINATIONS

Tippie Top 21 Nominee

March 2022

Second Place Winner of the Quad City Arts Pastel Exhibition

May 2019