

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
- GPA: 3.14/4.0

Scott Community College | Bettendorf, Iowa

August 2016 – June 2020

A.A. Associate of Arts

TECHNICAL SKILLS

Tools | Python, Excel, Access

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

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

July 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

Licensed 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 2018

- 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