**Anna Reed**

Indianapolis, IN

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Portfolio: [www.github.com/annajreed](http://www.github.com/annajreed)

**Summary**

Passionate and solutions-driven candidate with a data analytics certificate from University of Richmond seeking to start a data analyst career. Collaborative team player with a track record of resolving challenges to grow the business as needed. Ability to work in a fast-paced and diverse team environment developing solutions and exceeding expectations. Eager to learn and improve on skills already acquired.

**Technical Skills**

**Software/Platforms:** MongoDB SQL, Microsoft Excel, PostgreSQL, GitHub

**Software Languages:** Python, SQL, NoSQL

**Tools:** Microsoft Excel, Jupyter Notebook, Visual Studio Code, Pandas, Matplotlib

**Projects**

**Pandas Assignment |** <https://github.com/annajreed/Pandas_Assignment>

* Use Pandas and Jupyter Notebook to clean and perform calculations to create a snapshot of the district’s key metrics for PyCity Schools.
* Create tables for highest performing schools, lowest performing schools, overall math and reading scores by grade, average school spending and by school size.

**Matplotlib Assignment |** <https://github.com/annajreed/Matplotlib_Assignment>

* Use Pandas and Matplotlib in Jupyter notebook to generate bar charts and pie charts, calculate quartiles and create a box plot, create a line and scatter plot and calculate correlation and regression.
* Answer the initial question of seeing if Pymaceuticals, Inc.’s new drug “Capomulin” compares to other treatment regimens.

**Python API Assignment |** <https://github.com/annajreed/Python_API_Assignment>

* Using APIs, I pulled data for 600 random cities and created dataframes for the weather in those cities and find the nearest hotels to those cities.
* Created python script to read OpenWeatherMap API to get weather data and Geoapify API to create map visualizations to go along with city data from Weather API.

**SQL Challenge |** <https://github.com/annajreed/SQL-Challenge>

* Using PostgreSQL, practice data modeling and engineering to combine multiple CSV files by different primary and foreign keys as demonstrated in the entity relationship diagram.
* Answered questions by querying for certain data and created new data tables.

**Education**

**Southern Illinois University, Carbondale University of Richmond**

Bachelor of Science, Animal Science Data Analytics Certificate

*Carbondale, IL* | *May 2017 Richmond, VA* | *September 2023*

**Additional Work Experience**

**Administrative Assistant** 2020–Present

*Cross Glazier Reed Burroughs, PC*Carmel, IN

Pride myself in being the first interaction with all current and potential clients and outside attorneys; both in person and over the telephone. I am also in charge of organizing the calendar for the firm conference rooms and company personnel calendars. I am also in charge of ordering supplies as needed to maintain workflow in the office.

Key Job Requirements:

* Maintains excel spreadsheet to ensure no client conflicts for the attorneys in the office.
* Exemplified leadership skills and the ability to remain on task unsupervised.
* Continuous ability to properly prioritize and adjust as needed.
* Cultivated personal relationships founded in respect and trust with clients and visiting attorneys.

**Farm Manager** 2018–2020

*Carthage Veterinary Services*Carthage, IL

I managed a hog farm in La Harpe, Illinois for Professional Swine Management based out of Carthage, Illinois. This farm had just over 6,000 sows and on average sold 180,000 piglets annually to growers across the Midwest. I was directly in charge of up to 25 employees.

Key Job Requirements:

* Established standards and procedures for a variety of processes, collected sow and piglet data for company record keeping, maintained standard operating procedures and their requirements and oversaw all training and onboarding of new staff.
* Created accessible step-by-step instructions for management tasks utilized throughout the company.
* Increased owner and client satisfaction by implementing best practices and procedures on farm that directly affected the product they received.

**Assistant Farm Manager** 2017–2018

**Carthage Veterinary Services** Carthage, IL

While acting as assistant farm manager, I was responsible for absorbing as much information as possible from the farm manager, production manager and all other support staff within the main office. I created accessible step-by-step instructions for management tasks utilized throughout the company.

Key Job Requirements:

* Ensure all standard operating procedures are being followed by all farm personnel.
* Training employees on day-to-day activities in both the farrowing house and breeding/gestation barns.
* Order farm supplies, weekly semen order and bi-weekly feed orders.
* Provide performance evaluations.
* Help ensure weekly goals and targets are met throughout the farm to ensure overall success.