**Fred Vo**

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Current Location: Katy, TX

**Professional Summary**

We will tailor this section to jobs that you want to apply to.

**Professional Summary Example:**

Data Analyst with strong problem-solving skills with the ability to collect, analyze, and present data via presentation applications such as Tableau. Utilizes Python, SQL, Excel, and other tools to collect data and provide thorough analysis, identifying trends and anomalies. Believes that data quality is of the utmost importance. Works collaboratively with team members and stakeholders to ensure appropriate data-driven decisions are made. Strong time management and prioritization skills, coupled with excellent communication skills. Enjoys developing and conducting presentations that support business decisions.

**Technical Skills**

**Python** – Created scripts manipulating databases and conducted data analysis through NumPy, Pandas, Matplotlib libraries in Visual Studios Code and Jupyter Notebooks. Familiar with web scraping and APIs for data ingestion

**SQL** – Utilized SQLite in DB Browser to wrangle and query data, producing scripts for data analysis

**Excel** – Used advanced Excel functions, data analysis, and pivot tables

**Tableau** – Developed visualizations of analyzed data and produced dashboards providing intuitive projection of project

**Git/GitHub** – Used for version control, repository management, and showcase of portfolio

**Agile** – Received Fundamentals Certified Professional (ICAgile). Experience in Scrum Methodology, Daily Standups, Spring Planning, and Retrospectives using Jira

**Continuing Education**

Savvy Coders Data Analytics + Python Boot Camp – 2023

Agile Certification through ICAgile – 2023

The Data Analytics + Python course includes basic Python programming, Excel and SQL, data analysis with Python libraries: NumPy and Pandas, data cleaning, visualization using Matplotlib, and Tableau, Business Intelligence Solutions, analysis of a business problem, and case studies with a presentation of results as a capstone project.

Savvy graduates receive an Agile Fundamentals Certification. They have demonstrated their understanding of the Agile/Scrum Methodology by presenting a final Capstone Project that embodies the methodology and project preparation. The students work in Jira, create User Stories, manage tasks and contributions to Sprints in Jira. They work in teams to plan Sprints, hold daily standups to groom the backlog, and participate in weekly Sprint Retrospectives. They work on selected user stories and keep communication flowing to ensure everyone is on the same page for the next increment of work. All project tracking is done in Jira.

**Work History**

**Farmers Insurance Group 10/2022 - Current**

**Insurance Sales Agent**

* Strong analytical skills in assessing risks and recommending appropriate insurance policies.
* Excellent communication skills to explain policy terms, coverage options, and costs to clients.
* Contract negotiation expertise to establish optimal coverage with best cost.

**Doss Pros LLC 08/2021 – Current**

**Real Estate Agent**

* Proficiency in contract management and negotiation, essential for managing real estate transactions.
* Relationship-building skills to maintain connections with clients and encourage repeat business.
* Attention to detail to exceed customer expectations and ensure successful outcomes.

**State Farm Insurance Group 02/2022 – 10/2022**

**Insurance Sales Agent**

* Negotiate contracts with clients to establish the best coverage with the lowest cost.
* Generate quotes and proposals for clients to match individual needs.
* Manage over 50 customer calls per day.

**U.S. Army 07/2015 - 11/2017**

**Diesel Vehicle Mechanic**

* Technical expertise and attention to detail, applicable for analyzing travel data and processes.
* Adaptability and change management skills, valuable for handling evolving travel requirements and trends.
* Strong problem-solving abilities and resilience, beneficial for navigating complex travel-related challenges.