

# Brandy Lewis

## CONTACT



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Appling, GA



Linkedin.com/username

## EDUCATION

### Data Analytics Certificate

CareerFoundry  
Berlin, Germany  
2023

### Bachelor of Arts in Psychology

Augusta State University  
Augusta, GA

## SKILLS

- Analytics
- Presentations
- Tableau
- Data Visualizations
- SQL
- Python
- MS Office

## PROFILE

Detailed and meticulous Data Analyst passionate about helping businesses succeed. Possessing strong technical skills rooted in substantial training as a data analyst.

## PROJECTS

### Influenza Season

- Determine influenza season staffing requirements for a national medical agency.
- Analyzed CDC datasets to find limitations and spot trends.
- Created Tableau dashboard to distribute to stakeholders.
- Tools: Tableau

### Instacart Customer Analysis

- Used open-source data to compare customer trends by region, age, income and other demographic factors.
- Joined five datasets to interpret data.
- Tools: Python

## PROFESSIONAL EXPERIENCE

### Senior Administrative Assistant

Shepard Community Blood Center | Augusta, GA | February 2010-Present

- Supported program operations by preparing and updating documents, reports, and spreadsheets bi-monthly.
- Managed, created and updated electronic records and files to maintain current, accurate, and compliant documentation weekly.
- Copied and scanned over 75 items per day and repaired copy machine as need to save the company over \$2,000 in maintenance and repair costs.
- Prepared and distributed thirty team-based communications per month to foster collaboration and enhance team morale.
- Researched and analyzed data on a monthly basis to contribute to executive reports for monthly meetings.
- Categorized, processed and shredded sensitive documents weekly.
- Expertly coordinated logistics for functions both within and outside of the organization twice a year.