

Kwame Baffo-Gyan

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SKILLS AND CERTIFICATIONS

Certifications: Google Data Analytics Professional Certificate

Skills: Data Organization, Presentations from Data Analysis Returns, Data Reports, SQL Queries, Customer Communications

Programs: Tableau, R, SQL, BigQuery, Google Workspace, Microsoft Excel, Salesforce, Python

PROFESSIONAL EXPERIENCE

Data Operations Coordinator

Aug 2020 – Present

Oakland Enrolls | Oakland, CA

- Manage annual family survey logistics and tracking and prepare application data for analysis using Excel and Tableau.
- Clean and analyze spreadsheets with sensitive student data to identify trends in K-12 charter school applications.
- Phone support to families applying to schools using the SchoolMint online enrollment management system.
- Conduct data entry and follow-up communications with families and school partners
- Manage systems that track and maintain the accuracy of Oakland Enrolls' student applications.
- Track and report specific application metrics to schools.

Data Analytics Cohort

Aug 2020 – Dec 2020

COOP Careers | SF Bay Area, CA

- 100+ hours of practice learning data visualization tools (Excel, SQL, Tableau, & Salesforce).
- Introduced to tracking Key Performance Indicators (KPIs) using Google Analytics.
- Participated in projects focusing on developing communication and presentation skills.

Data Curator

Nov 2018 – June 2020

JWOMPA Media Group

- Used data collection methods to organize specific genre of music for listeners on music streaming site.
- Recorded trends using spreadsheets to present suggestions to listener based on listener interests.
- Arranged information about each individual file and updated metadata on live site.

Economic Research Assistant

UC Davis Economics Department | Davis, Ca

Jan 2019 – Apr 2019

- Researched impacts of The Great Flood on California agriculture and farmers in the 1800s.
- Managed databases to collect information and organize data as requested by leading professor.
- Presented data weekly on California farm records to team of research assistants.

EDUCATION

University of California, Davis - Davis, Ca

Sept 2016 - Dec 2019

Bachelor of Arts: Economics

Relevant Coursework: Analysis of Economic Data, Accounting, Game Theory, Labor Economics, Economic Development