

Candace Bailey

Data Analyst

Contact

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cavbailey3.github.com

Key Skills

Python
SQL
Power Bi Desktop
Excel Expert
ArcGIS
Google Suite

Education

Data Analytics Program
Nov 2020 – Apr 2021

[CareerFoundry](#)
Online

Bachelor of Art, Studio Art
Aug 2010 – Dec 2013

[Delaware State University](#)
Dover, DE

Experience

Research and GIS Analyst, State of Maryland Dec 2021- Present

- On the research team, **wrote Python scripts** to parse Excel files and transform data for Access databases, reduced data manipulation process from 2 hours to 30 seconds.
- Wrote business process documentation and created Google Workspaces to easily share information.
- Analyzed application data from four COVID relief programs to get five stakeholders from two departments on the same page.
- Created reports in **Power BI Desktop** to communicate COVID relief program data to deliver decision making insights.

Jr. Business Analyst, State of Maryland Aug - Dec 2021

- **Analyzed ETL process** for data warehouse migration using **Python and SQL** to reconcile with data in Microsoft Access.
- Wrote Access queries to match static reports with data warehouse extractions, visualized my findings in Power BI to present to four stakeholders

Office Coordinator, Friends Committee Jul 2019 – Jul 2021

- Developed **research** skills and assisted director of administration in creating safety standards and procedures for two office buildings.
- Created order tracking system using Excel to organize product inventory and orders for bi-annual conferences.
- Acted as the first point of contact for all meetings, tours, and interviews, managed email, phone, and in-person requests.
- Taught myself advanced Microsoft Office functions in Word, Excel, Sharepoint and PowerPoint.

HR Assistant, Nation United Aug 2018 - May 2019

Project Manager, Alphagraphics Sept 2016 - Jul 2018

Fetch PetCare, Alexandria, VA Feb 2016 - May 2017

Logistics, Target Feb 2014 - Apr 2016