| Elon Jones  Data analytics professional | 10 Hallock Drive, Pittsburgh, PA 15211  412.555.5555  EJones@example.com |
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| ㅡ Professional Summary | Seeking a position as a data analytics professional that will allow me to utilize the data skills and experience I currently have while offering opportunities for continued personal and professional growth. |
| ㅡ Experience | Junior Data Analyst / City of Pittsburgh Public SchoolsSEPTEMBER 2021 - PRESENT, Pittsburgh, PA Provide support for Pittsburgh’s Public Schools’ Data Analytics Team. Gather data from schools, local government offices and a variety of vendors. Prepare data for analysis, input data into systems for analysis by data team. Assist the data team by preparing reports to share with stakeholders and schools. Walmart / Head CashierAUGUST 2018 - AUGUST 2021, Oakland, PA Monitored sales activities to ensure that customers received satisfactory services and quality goods. Created a positive atmosphere for clientele, responding to customer inquiries and complaints. Monitored, directed and prioritized all store front end activities in a fast paced environment. Walmart / CashierAUGUST 2015 - JULY 2018, Oakland, PA Assisted front end managers with tasks at registers, greeted clientele and assisted with questions. Completed computer based training program. |
| ㅡ Education | Google / Advanced Data Analytics Professional CertificateJANUARY 2023 - July 2023, Online An extensive seven-month job-ready Google Career Certificate training. Demonstrated hands-on experience with advanced Data Analytics practices and tools, including data science workflows, Python programming and Tableau. Confidence in exploratory data analysis; statistical data analysis; regression analysis and data modeling, and machine learning basics. Google / Data Analytics Professional CertificateMARCH 2021 - AUGUST 2021, Online Completed extensive six-month job-ready Google Career Certificate training. Demonstrated hands-on experience with core Data Analytics practices and tools, including spreadsheets, SQL, R programming and Tableau. Cleaning and extracting data from databases. Experienced creating and presenting data findings through dashboards, presentations and commonly used visualization platforms. Effectively communicate data insights to stakeholders. North Allegheny High SchoolSeptember 2012 - June 2016, Wexford, PA |