**Kaylor Weaver**

**312-259-7573**

Kdweaver324@gmail.com

**LANGUAGES, RELEVANT SKILLS, & CERTIFICATIONS**

**Languages:** Spanish (High Proficiency)

**Software: Microsoft** Word, Excel, PowerPoint, Zoom

**Professional Skills:** Communication, Team Player, Great Time Management, Problem-Solving, Basic Programming, and Database Skills

**Certifications:** Illinois Seal of Biliteracy (2016), Google Coursera Intro to Data and Data-Driven Decision (2023)

**EXPERIENCE**

**Bank of America,** Chicago, IL January 2024 - Present

*Markets Operational Analyst*

* Analyze market trends and financial data, driving investment decisions and achieving increased portfolio returns.
* Manage risk exposure through comprehensive scenario analysis, reducing portfolio volatility and enhancing client satisfaction.
* Produce weekly market reports and presentations for senior management, utilizing data visualization techniques to enhance clarity and decision-making efficiency.

**Distinctive Therapy Services,** Chicago, IL June 2022 - Present

*Physical Therapy Assistant*

* Provide excellent patient care through prompt communication and efficient teaching techniques. Use a variety of media to track development, enhance rehabilitation methods, and document progress.
* To increase patient functionality and reach 95–100% of the predetermined targets, set realistic goals.
* For seamless coordination, promote efficient communication with the front office and physical therapists.

**Northwestern Medicine,** Chicago, IL January 2019 – April 2023

*Patient Care Technician*

* Managed a large caseload of 15 patients successfully on a busy general medicine floor.
* Carefully observing patients for any indications of condition changes and promptly alerting nurses to them improved patient outcomes and resulted in a 15% reduction in falls.
* Played a key part in the implementation of new infection control policies, which led to a remarkable 10% improvement in patient safety scores and a notable 30% decrease in hospital-acquired infections.

**EDUCATION**

**Year Up, Chicago, IL March 2023 - Present**

*Year Up is an intensive career development program with 250 corporate partners, college-level courses, professional training, and a six-month internship.*

* Completing coursework in Computer Applications, Advanced Excel, Business Writing, Public Speaking, and Professional Skills with specialized training in Data Analytics, including Excel, Data Analysis, and Data Visualization

**Malcolm X, Chicago, IL** Jan 2019 - Jun 2021

*Malcolm X College is the Center of Excellence for Healthcare Education and offers a variety of health sciences programs that prepare students to pursue a four-year degree or advance in a career.*

* Associate in Applied Science
* 3.1 GPA
* Honors