**Jack Carleo**

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**OBJECTIVE**  Entry Level Developer

**EDUCATION Providence College -** Class of 2017-2021 (Providence, RI)

Bachelor of Sociology

**Division I Cross Country/Track & Field (2017-2021)**

* Committed 30 hours a week to athletics as a student-athlete (long-distance runs, track workouts, recovery, travel, team-discussions, and competitions)
* Worked alongside coaches to create a competitive, cohesive, and successful team as a senior leader, ensuring the success of the program for future student-athletes.

**SKILLS**

**Software:** Microsoft Office, Tableau, SAP, RStudio

**Languages**: Python, SQL, R, CSS, C++

**Certifications**: Google Data Analytics by Google: DDDM, data cleaning/analysis, visualization using Tableau and R.

Python for Everybody by University of Michigan: Web scraping, database structuring, data interchange with JSON/XML.

**PROJECTS Bella Beat Case Study: Fitbit Data Analysis**

* Cleaned and merged hourly/daily Fitbit data using R.
* Produced an RMarkdown report on trends found in fit bit data that would be beneficial for a company’s market entry strategy.

**COVID-19 Data Exploration/Visualization Project**

* Explored the *Our World in Data* COVID-19 Dataset using SQL Server Management Studio.
* Visualized SQL Queries using Tableau, creating a dashboard which displayed my findings.

**Study on Public Attitudes Regarding Transgender Athletes**

* Conducted a quantitative study to determine the public attitude on transgender athletes in various levels of play.
* Demonstrated analytical skills using tableau, conveying the association between higher levels of play and lower approval ratings of trans participation.

**EXPERIENCE Customer Service Representative – Analog Devices (2022 - February 2023)**

* Gained proficiency in SAP & Microsoft Office by regularly working to reduce invoice discrepancies, organize forecast orders, and create/edit sales orders.
* Utilized Microsoft Teams and Outlook for efficient communication with customers and coworkers.

**Kitchen Supervisor - American Flatbread (2021-2022)**

* Experienced kitchen supervisor with a strong culinary background. Skilled in managing staff and overseeing operations.