|  |  |
| --- | --- |
| 917 Langston Dr, Shelby, NC 28152 |  |
| 704-658-6243 |  |
| faeriespeck@gmail.com |  |
|  |  |

Maggie Greene

Skills

|  |  |  |  |
| --- | --- | --- | --- |
| * Microsoft Excel - Advanced * SQL/DBeaver – Intermediate * SAP – Intermediate * Data Mining – Advanced | * PowerPoint - Advanced * Power BI - Basic * Microsoft Suite Apps – Advanced * Data Visualization – Intermediate | * Winshuttle - Advanced * Snowflake – Basic * Microsoft Teams – Advanced * Tableau - Intermediate |  |

Experience

2016.November – current Data Analyst Coca-Cola Consolidated, Inc., Charlotte, NC

●**ANALYTICS:** Built logical business intelligence models for real-time reporting needs by acquiring analysis based on specified data cases to identify signals, hidden stories, trends and/or patterns in complex to simple data sets. Interpreted data metrics to translate findings into actionable outcomes after reviewing, evaluating, and researching data integrity. Resolving low level issues by executing corrective action while reporting and recommending corrective action to leadership for high level data related issues. Participated in live testing environments to minimize any downstream issues new processes may cause when implemented live.

●**INNOVATION:** Used business objects, business intelligence and other reporting tools to build and extract data sets from data warehouses. Used statistical methods to analyze data and generate useful business reporting. Collaborate across department functions to identify and prioritize possible issues. Participated in meetings to understand business needs. Improved data collection methods by designing templates that can be simplified or automated. Created various Excel documents with built in logic to automate data to lessen the probability of human error. Developed polished visualizations to share results of data analyses. Leveraged text, charts and graphs to communicate findings in understandable format.

●**LEADERSHIP:** Developed new processes with documentation of effective and replicable methods extracting and organizing data sets, departmental processes, and procedures for a unified approach to better practices with focus on the process definition, purpose, data role, implications and application to ensure the cohesiveness of expectation. Met with other departments and/or organizations outside of the company to collaborate business needs and goals within an assigned project. Projects focus on adhering to strict timelines, complete project visibility and a high level of accountability and detail to ensure the project’s success. Continued research and testing of alternate platforms and programs to present to leadership if found to be a possible asset.

●DEVELOPMENT: Continual growth and education through research and mentorship with needed proficiency in pivotal applications or platforms with the company where there was a noted gap. Staying aware of new software that could be implemented within the organization to provide more overall accuracy and efficiency. Rising to meet unforeseen needs within the company due to the scope of COVID-19 challenges.

2011.April – 2016.November Purchaser Aramark Uniforms, Charlotte, NC

●Data Entry (Excel, Microsoft Office, iProcurement (Oracle), Citrix, RAS)

●Processing daily orders and maintain the office’s daily functions

●Daily reporting to management focusing on trends and results

●High volume of email exchanges and accountability for new accounts as well as national accounts

●Investigated customer issues and discrepancies requested per GM, AGM, DM or MCM and follow up with results

●Assisting stockroom in various tasks as needed including: float sewing, put away, pulling garments and heat sealing.

Education

1994.June Diploma South Iredell, Statesville, NC

Continued Education Various College Courses Mitchell CC, Statesville, NC