

# GRACE SKELLEY

## BUSINESS INTELLIGENCE ANALYST

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Resourceful and result-driven business intelligence analyst with over 4 years of experience with successful, collaborative operational improvements. Equipped with analytical abilities to identify patterns, connect multiple variables, and gain insights from big data. Produce compelling data visualization through creative thinking and curiosity with a deep determination for innovative solutions.

### SAMPLE PROJECTS

- Dec 2022 – Jan 2023 **INSTACART ONLINE GROCERY** – [View Project](#)  
Python-based project on Consumer Behavior Trends and Marketing Analysis
- Utilized open-source datasets to detect trends by region, age, income, and other demographic profiles.
  - Merged 5 variations of datasets to decode information.
  - Applications: Python, Excel
- Oct 2022 – Nov 2022 **ROCKBUSTER STEALTH** – [View Project](#)  
International Business Analysis of Online Video Rental Services through SQL
- Extracted an Entity Relationship Diagram (ERD) and designed a data dictionary.
  - Applications: SQL, Excel, PowerPoint, Tableau
- Sept 2022 – Oct 2022 **INFLUENZA STAFFING AGENCY** – [View Project](#)  
A National Medical Staffing Distribution based on Historical Trends
- Design Project Management Strategy.
  - Created interim report of statistical analysis and hypothesis testing results describing the vulnerable populations.
  - Applications: Word, Excel, Tableau

### ABILITIES

#### SKILLS:

- Data Management
- Statistical Analysis and Hypothesis Testing
- Data Extraction and Summarization
- Machine Learning - Supervised and Unsupervised
- Project Management

#### TECHNIQUES:

- Predictive Analysis
- Regression Analysis
- Time Series Analysis
- Quantitative & Qualitative Research
- Marketing Research Analysis
- Data Visualization

#### TOOLS:

- SQL
- Python
- Tableau
- Word - Excel - PowerPoint

### EXPERIENCE

- July 2020 - 2022 **ACTICARE HEALTH, INC.** Livermore, CA  
*A newly established company offers a remote post-discharge monitoring system supporting transplant and VAD patients.*  
**Lead Purchasing Coordinator**  
*Held positions of increasing responsibilities in a fast-paced expanding organization of up to 40+ personnel. Elected multiple times to lead departmental projects.*  
**Leadership**
- Supervised the department during the absence of the team manager.
  - Improved work efficiency by 30% and quality control by facilitating training on procedures and regulations for new hires and existing team members.
- Strategy**
- Maintained 80% productivity by methodologically planning multi-departmental projects to accommodate daily task deliverables.
  - Improved and maintained multi-level communications with stakeholders by constructing and employing active logistical status reports on VAD, Medtronic HeartWare™ products, and monitoring equipment developments.
- Process Improvement**
- Provided a CRM process improvement model for the IT team department to design and implement an automation order status tracking system.
  - Drafted a Standard Operating Procedure (SOP) for departmental workflow maintenance and quality assurance, suggesting 5% cost improvements.
- Feb 2019 - May 2020 **AGGRETEXSC, LLC.** Tracy, CA  
*Start-up company that developed innovative concrete solutions for both interior and exterior applications.*  
**Office Manager**
- Maximized organizational productivity by 10%, fostering effective workflow/process improvement plans that made it possible to accommodate increasing responsibilities.
  - Managed floor-sample production schedules to meet tight deadlines for sales and marketing events averting possible delays.
  - Created a systematic warehouse staff weekly schedule of activities doubling work efficiency.

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## PREVIOUS RELATED EXPERIENCE

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<b>B. BRAUN MEDICAL SUPPLIES, INC.</b> <i>Professional Hospital Representative</i>	Pasig City, Philippines
<b>MULTICARE PHARMACEUTICAL PHILIPPINES, INC.</b> <i>Medical Hospital Representative</i>	Makati, Philippines
<b>DIRECTORIES PRODUCT AND SERVICES CORP.</b> <i>Sales Account Executive - Telemarketer</i>	Makati, Philippines

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## EDUCATION

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2023	<b>CAREERFOUNDRY</b> ( <i>Voted 6<sup>th</sup> by Forbes Advisor as "The Best Data Analytics Program"</i> ) Data Analyst Certification Full-time Student <b>Best Student Submission</b> - Each Nominated for Exemplary Work <ul style="list-style-type: none"><li>• Instacart Online Grocery</li><li>• Rockbuster Stealth</li><li>• Influenza Staffing Agency</li><li>• World's Largest Public Companies</li><li>• Project Portfolio</li></ul>	Remote
March 2005	<b>ASSUMPTION COLLEGE</b> BS in Commerce, Marketing	Makati, Philippines