

OLIVIA DAVIS

Management Trainee | IT Enthusiast | Data Analysis

@ Email

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📍 New York City, New York

SUMMARY

As a recent graduate with a strong foundation in IT and data analysis, I am eager to apply my skills in a dynamic environment. My internships at Google and IBM have equipped me with practical experience in software development, data analysis, and network security. I am particularly interested in leveraging technology to drive business growth and efficiency. My goal is to contribute meaningfully to projects that harness the power of IT for innovative solutions.

EXPERIENCE

IT Intern

Google

📅 2023 - 2023 📍 New York, NY

- Developed a Python script to automate data entry tasks, reducing manual work by 40% and enhancing data accuracy.
- Collaborated in a team of 5 to design a user-friendly internal website, improving employee engagement by 25%.
- Conducted thorough testing of new software releases, identifying and documenting over 50 bugs for resolution.
- Initiated a project to optimize network security measures, which was later implemented company-wide.

Data Analysis Intern

IBM

📅 2023 - 2023 📍 New York, NY

- Analyzed large datasets using SQL and Excel, providing insights that led to a 15% reduction in operational costs.
- Created detailed reports on market trends, which were used to inform strategic decisions by senior management.
- Participated in a cross-functional team to develop a new data visualization tool, resulting in improved client presentations.
- Assisted in the implementation of a new CRM system, training 20+ employees and ensuring a smooth transition.

VOLUNTEERING

Technology Volunteer

Tech for Good NYC

📅 2022 - 2022

Assisted in developing and maintaining IT systems for non-profit organizations.

EDUCATION

Bachelor of Science in Information Technology

New York University

📅 2019 - 2023 📍 New York, NY

LANGUAGES

English

Native



STRENGTHS



Adaptability in Tech Environments

Demonstrated adaptability by quickly learning new software at both internships, leading to a 30% increase in project efficiency.



Effective Communication Skills

Regularly presented complex IT concepts to non-technical team members, ensuring clear understanding and collaboration.



Creative Problem-Solving

Solved a critical software bug during an internship, which prevented potential data loss and enhanced system reliability.

SKILLS

Python

SQL

Excel

Data Analysis

Network Security

CRM Systems

Project Management

Software Testing

Web Design

CERTIFICATION

Advanced Python for Data Science

This course, offered by Coursera, focused on advanced Python programming techniques for data science applications.

Network Security Fundamentals

Completed a comprehensive course on network security essentials provided by Udemy, covering latest industry practices.

INTERESTS



Emerging Technologies

Passionate about staying updated with the latest advancements in technology and their applications in various industries.



Data-Driven Decision Making

Fascinated by the power of data in shaping business strategies and driving operational improvements.



Community Tech Education

Committed to spreading digital literacy and making technology accessible to diverse communities.

