

JAMES JORDAN

Business analyst with strong technological and teaching skills. Brings reporting, coding, and managing experience as well as a strategic approach to improving systems and relationships.

WORK EXPERIENCE

Category Insights Analyst *SellEthics Marketing Group*

FEBRUARY 2017 – PRESENT

- Driving \$100K+ annual revenues by building and updating dashboards with national grocery data for major paid accounts such as Wewalka, Spangler, Ole Mexican Foods, and others.
- Expert use of Excel including PowerQuery, PowerPivot, and VBA macros.
- Constructing and maintaining refreshable reporting systems for internal and external accounts.
- Advanced use of MS Access and MS SQL Server, some use of Azure.
- Direct manipulation of Nielsen Answers On Demand and IRI Unify reporting platforms for data pulls.
- Crafting persuasive customer-facing PowerPoint sales presentations, resulting in \$50k+ annual sales.

Retail Intelligence Analyst *Acosta Food Sales & Marketing*

APRIL 2016 – JANUARY 2017

- Analyzed data for clients such as Nestle and JTI, enabling them to fill gaps in product distribution.
- Crafted Excel reports with telltale KPIs as well as full result detail in timely fashion to meet schedule.
- Brought organization to team workflows and output tracking by introducing indexed Sharepoint sites.
- Interfaced directly with major clients, acting as an on-demand resource for statistics and interpretation.

Administrative Manager *United Receivables Group*

DECEMBER 2012 – FEBURARY 2016

- Overhauled collections policy, rewriting and organizing fair debt collections practices-compliant rules.
- Saved time by streamlining account distribution, auditing, and chargebacks.
- Led to collection of thousands in neglected revenues by supporting new debt consolidation team.
- Kept a positive rapport with subordinates despite frequently managing disputes.

QUALIFICATIONS & INVOLVEMENT

- › Excel Certified. MS Office & SQL Server Proficiency
- › Data Platform Proficiency: Nielsen AOD, IRI Unify
- › Industry-Specific Programs: NARS, Collections Max
- › Recipient of Grove City College's Trustee Scholarship
- › Member at East Charlotte Presbyterian Church

EDUCATION

Grove City College

B.A. in Christian Thought, January 2010

Minor in Philosophy Honors in Christian Thought

CONTACT

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CONNECT

 James Jordan

 Greater Charlotte Area