

Jeffrey Kersh

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Skills

- SQL – DML & DDL
- Advanced Excel Functions
- Microsoft Visual Basic
- Python Scripting
- Data Conversion & Migration
- Database Design

Experience

Sho-Air International - Kent, WA

Data Management Specialist | September 2021 – February 2022

- Created inventory tracking database, eliminating 75 monthly hours of labor.
- Automated a client-facing report, eliminating 20 monthly hours of labor.
- Utilized Python and Excel VBA to upload and clean data from Excel files.

Suttell & Hammer, P.S. - Bellevue, WA

Legal Assistant | December 2020 – September 2021

- Collected and compiled data for audits.
- Drafted legal documents on behalf of attorneys.
- Managed client accounts, observing confidentiality and discretion.

Chastek Law Library - Spokane, WA

Technical Services Assistant | May 2017 – May 2020

- Managed all physical processing for incoming, outgoing materials.
- Reconciled government documents for federal repository

Education

Emporia State University - Emporia, KS

Master of Library and Information Science | 4.0 GPA | August 2022

- Capstone: Demonstrating Competency in Program Objectives and Values

Gonzaga University - Spokane, WA

Bachelor of Science Biochemistry | 3.48 GPA | May 2020

- Thesis: Correlating Enzymatic Activity of B α HMGR with its Oligomeric States

Certificates

Data Analytics - Coursera

Google Data Analytics Professional Certificate | December 2021

- Data cleaning, data manipulation, data analysis, data visualization