

## KEY SKILLS

- Data Processing
- Pattern Recognition
- Effective Communication
- Detailed-Oriented
- Analytical Thinking
- Time Management
- Teamwork
- Resourceful
- Data Cleaning
- Data Visualization
- Adaptability
- Presentation Skills
- Customer Support
- Organized
- Open-Mindedness
- Willingness to Learn

## EXPERIENCE

### Data Analyst

*NightBlooming*

*February 2022 – April 2022*

- Cleaned and transformed two large datasets using LEFT & RIGHT Functions for text extraction, Boolean testing and VLOOKUP in Excel
- Identified, analyzed, and interpreted patterns to identify trends and provide insights into cohort analysis and cost breakdowns
- Constructed a dynamic YoY dashboard illustrating customer-related trends and patterns to enhance future business decisions
- **Key Results in First 3 Months:** owner transferred over 250 repeat customers, reduced fees by almost 40% on Etsy, and had a 66% greater AOV on new site sales vs Etsy sales

### Health Unit Coordinator Objective

*UW Hospital and Clinics*

*September 2011 – Current Date*

- Responsible for the prompt collection, data integrity, and entry of confidential patient data into EHR system (Epic)
- Effective time management by managing multiple tasks in high-pressure situations on ICU without losing focus and meeting deadlines
- Closely collaborates with a team environment to ensure a smoothly functioning unit and to quickly address any problems
- Minding set standards, creates and supports documentation to train coworkers on new procedures and practices
- Utilizes effective and respectful communication with patients, families, and peers while maintaining patient confidentiality and practicing high ethical standards

## RELEVANT PROJECTS

### Capstone Project for Data Analytics Certificate

*Bellabeat Case Study*

- Cleaned and transformed Kaggle dataset with Excel and SQL before creating data model to assess trends and patterns in tracked fitness data using Tableau
- Extrapolated insights based on steps, active minutes, and sleep data with design visualizations and a constructed story board

# Jessica E. S. Bauer

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Data Analyst

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## Technical Skills

*Proficient:* Microsoft Office 365, Excel, Google Sheets

*Intermediate:* Data Analytics, SQL, Tableau, BigQuery, Google Data Studio, SSMS, SSRS, HTML, CSS

*Developing:* Python, Statistical Analysis

## Education

Coursera Google Data Analytics Certificate

B.A. English Literature  
University of Wisconsin-Madison

## Relevant Courses

- Microsoft Excel – Advanced Excel Formulas and Functions
- Microsoft Excel – Data Analysis with Pivot Tables
- Tableau 20 Advanced Training: Master Tableau in Data Science
- SQL – MySQL for Data Analytics and Business Intelligence