

JILLIAN DAVIS

DATA LIBRARIAN

Solutions-oriented, Data Librarian offering progressive background and skills using data to generate information, expedite processes, extract insights, and recommend enhancements. Extensive experience in data management, statistical analysis, and leveraging technology to assist businesses in making informed decisions and improving workplace success and advancement. Dedicated to promoting information literacy and accessibility.

AREAS OF EXPERTISE

Data Analysis | Records Management | Team Leadership | Staff Training | Process Improvement | Technical Support | Reports Management | Software Administration | Conflict Analysis | Agile Methodologies

PROFESSIONAL EXPERIENCE

Federal Reserve Bank of Chicago | Chicago, IL

2024 – 2024

Intern, Public Affairs

Aid in processing, development, digitization, and distribution of the Money Museum's archival collection.

- Inventory, analyze, and prepare records for ingestion into physical and digital repositories.
- Network with other interns, employee support groups, facilitators, and librarians to promote information literacy not just in the Money Museum but in the Federal Reserve System.
- Catalog, identify, and clean metadata for thousands of digital assets by leveraging programming skills like scripting in Python and using ETL tools.

TOCK BY SQUARESPACE | Chicago, IL

2022 – 2023

Analyst, Imports and Insights

Provide meaningful and actionable insights into collecting and using data by generating reports and dashboards in Salesforce and LookerStudio.

- Facilitate the training of associates in developing and organizing digital reference materials from various sources.
- Evaluate, analyze, and troubleshoot data integration and integrity issues with Calendly, Salesforce, Google Workspace, and Importer as well as document solutions using programs that supported Regular Expressions.

Implementation Manager, Imports and Insights

Organized and imported data from globally recognized venues, such as The Signature Room (Chicago) and Nelita (São Paulo), while maintaining data accuracy

- Coordinated customer requests by implementing ad hoc technical solutions, integrating more than two decades of historical data, and removing duplicates from visitor and reservation records.
- Developed and implemented new logic and automation to expedite the import process for the Calendly subscription.

MCMaster-CARR SUPPLY COMPANY | Elmhurst, IL

2018 – 2022

Analyst, Cost Group

Examined and analyzed billing discrepancies and percentage changes in supply products for a catalog containing over 500,000 products to determine the viability of price changes.

- ☐ Determined the appropriate density for costing purposes, studied the impact of previous price increases, searched for incorrect classification, and reviewed payment history.
- ☐ Recognized for outstanding work, earning promotions from Merchandising Coordinator and Recruiter to Pricing Analyst.

ADDITIONAL EXPERIENCE

University of Illinois Urbana-Champaign, Champaign, IL

White Visitor Studies Intern

Writing Consultant

Library Student Assistant

Practicum Student

EDUCATION

Master of Science, Library and Information Science

Certificate of Advanced Study, Data Science

Syracuse University School of Information Studies, Syracuse, NY | 2024

Bachelor of Arts, History and Global Studies, Minor in French

University of Illinois Urbana-Champaign, Champaign, IL | 2018

TRAININGS AND CERTIFICATIONS

LinkedIn

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| <input type="checkbox"/> Insights on Software Quality Engineering | <input type="checkbox"/> SQL for Testers |
| <input type="checkbox"/> Programming Foundations: Databases | <input type="checkbox"/> CSS Essential Training |
| <input type="checkbox"/> Programming Foundations: Software Testing/QA | <input type="checkbox"/> HTML Essential Training |

TECHNICAL PROFICIENCIES

Google Workspace, Microsoft 365, Salesforce, R, SQL, Python, GitHub