

# Annelize Krause

## Data Analyst

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Datacamp: <https://www.datacamp.com/portfolio/krauseannelize>

## TESTIMONIALS

*"In her two years with our ecommerce company, Annelize Krause has made significant contributions that have permanently improved the way our company runs. While it is difficult to find team members who are proficient both operationally and strategically, Annelize has proven that she is skilled at both. She easily tackles operational tasks and simultaneously drives change on a higher level. A tenacious problem solver with a technology-oriented approach, she is highly competent, independent, and detail-oriented, and innovates better ways to perform tasks almost as quickly as she learns them. Over her time with BigSpool, her role continuously expanded as she took on additional responsibilities."*

— Hao Jiang, CEO, Bigspool Inc.

*"Annelize delivers very high quality works and works with an abnormal level of dedication. I can recommend her to anyone who is looking for an expert in database management. If I ever have a new upwork job, I will contact Annelize first."*

— Prof. Dr. Rik Frehen, Department Finance, Tilburg University

*"Annelize's work is excellent--clear, concise, professional; she respects deadlines, and is an excellent communicator. I have nothing negative to say about her because her work continues to exceed my expectations. I will use her services again and again."*

— Dr. Kim Adie, DC, Vice-President, College of Animal Chiropractors

## KEY SKILLS

Analytical thinking, Attention to detail, Communication, Databases, Spreadsheets, Reporting, SQL, Python, Visualisation, Operations management, Process optimization, Research

## HIGHLIGHTS OF EXPERIENCE

### Business Operations Manager, 2013 to 2019

- Bigspool Inc., USA
  - **Oversee** 7 marketplaces and 5 consumer brands attending to customer support and bi-weekly inventory fulfilment and restocking orders for over 30,000 units and \$250,000
  - **Reduce operational costs** by creating integrated forecasting reports from an inventory database I built enabling effective inventory management and cutting down costs of monthly paid subscription services
  - **Product development** coordinated for over 50 product line launches and helped bring over 50,000 new product SKUs to market
  - **Business continuity** improved by creating a centralised knowledge centre in Notion across multiple business divisions
- Tilburg University, Netherlands
  - **Capture, prepare and clean data** in order to digitise historical stock ledgers and to create a standardised database with unique trader and transaction identifiers
  - **Research and solve problems** such as currency conversion, accounting for the change from the Julian calendar to the Gregorian calendar, consolidating duplicate accounts, interpreting weathered and damaged pages written in ink.

- College of Animal Chiropractors & Veterinary Chiropractic Learning Centre, Canada & USA
  - **Technical, administrative and customer support** to introduce Google Suite for membership management, updating learning material and website information, recording new members and membership fees
  - **Maintain database** ensuring members records are consistent and up to date
- ENSafrica, South Africa
  - **Improve security and reporting** by taking initiative to build an access-card database from scratch by coordinating with team members across different locations
  - **Leveraged automation to reduce manual effort** of a labour and time intensive administrative task assigning expenses by preparing the data to apply effective filtering
  - **Technical and administrative support** to personnel to maintain efficiency and ensuring compliance with company policies
  - **Maintain database** ensuring personnel records are consistent and up to date

### Legal Assistant, 2001 to 2013

- **Multi-million Rand business contract** secured by my coordination of team contributions to compile a due diligence report in a new, creative and visually-appealing format I designed for a globally operating company
- **Maintain confidentiality** in handling sensitive information when preparing legal documents
- **Ensure document governance** by keeping record of changes to ensure transparency and successful collaboration between contributors
- **Act as a liaison** between legal professionals and clients with effective, professional communication and clear, concise writing skills
- **Effective time-management** in managing schedules and prioritising tasks to maintain efficient operations and facilitate smooth workflows

## EDUCATION & TRAINING

2012-05 | University of South Africa – Bachelor of Laws  
 2024-01 | telc – Deutsch B1  
 2024-02 | Salesforce – Certified Associate  
 2024-08 | Google Data Analytics Professional Certification  
 2024-08 | Google – Tools of the Trade: Linux and SQL  
 2024-09 | Datacamp – Introduction to Git  
 2024-10 | Datacamp – Introduction to Python  
 2024-10 | Google – Crash Course on Python  
 2024-10 | Datacamp – Introduction to SQL  
 2024-10 | Datacamp – Intermediate SQL  
 2024-10 | Datacamp – Joining Data in SQL