

Highly motivated individual with proven success in mastering new technologies. Adept in the fields of Applied Mathematics, Computer Information Systems and Marketing.

EXPERIENCE

Data & IT Analyst Reno, NV

Nov 2019 – Apr 2020

Elemental LED (*Full-time, Exempt*)

- Creating, Developing, and Updating Finance and Inventory Reports from raw Inventory data by writing SQL queries to model in Data Visualization Tools. Managing all Data Visualization Tools (Tableau & Klipfolio)
- Information Security analysis focused on backend support for all Network/Server Processes (VPN, DNS-DHCP)

Information Technology Intern Reno, NV

June 2019 – Nov 2019

Elemental LED (*Full-time, Intern*)

- Active Directory Administration and managing IT Help Desk Support system for Technical Support for Internal and Remote Employees
- Lend IT support such as cybersecurity, file server management, programming, analytics and data center management. Assist with troubleshooting issues and providing technical support

Operations Assistant Reno, NV

Sept 2017 – Oct 2018

West Elm (*Part-Time, Full Time*)

- Using database management systems to connect inventory retrieval queries to project scheduling, department reports, and developmental tasks
- Process freight shipments, practice supply chain policies and accurately maintain inventory records for customer service issues; success in resolving operational projects and customer issues to ensure product quality

IT/ Engineering Assistant Reno, NV

Jan 2016 – Jan 2017

University of Nevada, Reno (*Part-time*)

- Provided technical services; configuration of computer software and hardware, focusing on computer maintenance, installation, and repair (desktops, laptops & tablets) for both Windows and Mac OS for staff
- Hands on experience with IT helpdesk support; Provided front-end web development services with the engineering department with WordPress and Formstack
- Interface with students and recruitment representatives for job postings, promote seminars and career fairs

Marketing Intern Reno, NV

May 2016 – August 2016

Triumphant Marketing (*Part-Time*)

- Worked with companies (AT&T, Roku, Samsung, DIRECTV) to provide technical services for commercial clients
- Assisted marketing specialist while learning how to successfully assess traditional marketing mixes

EDUCATION

University Nevada, Reno - Reno, NV

May 2019

B.S. Information Systems

SKILLS, QUALIFICATIONS AND HONORS

- **Data Analysis Expertise:** SQL, Python, R, Tableau, Klipfolio, Microsoft Excel, and Power BI
- **Software:** SQL, Python, R, C++, C#, HTML, CSS, PHP, Java, JavaScript, SAP, Microsoft Office Suite, Microsoft Project, Adobe CC, Adobe XD, Audition, UX/UI Design, and Photoshop
- **Languages:** English (Native), Spanish (Working Proficiency), Twi - Akan (Native)
- Vice President of Member Development (2016) – Sigma Phi Epsilon Nevada Alpha Chapter; 2 Time Carlsen Leadership Academy Attendant
- University of Nevada Women's Basketball Scout Player (2017)
- Community Service: 3 Years of Social Work - Reno's Veterans Guest House, 200+ Hours – Sac City Food Bank

RELEVANT COURSEWORK

Information/Computer Science

- Data Development, Information Security, Internet Programming, Intro to C Programming, & Data Communications

Finance/Statistics

- Financial and Managerial Accounting, Probability and Statistics, Linear Modeling Commercial Transactional Law, Calculus 1-3, Comparative Economic Systems and Engineering Physics