LINDSAY PEOPLES

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Summary

Thorough and meticulous Data Analyst passionate about helping businesses succeed. Adept at extracting, transforming, and analyzing large datasets to produce actionable insights and reusable datasets. Excellent written and oral communication skills; capable of taking information from a wide variety of sources and effectively break down concepts in layman terms to diverse audiences.

Skills

Technical: Python, SQL, JavaScript, HTML5, CSS, MATLAB, Statistical analysis
Programs: Tableau, Jupyter Notebook, PostgresSQL, Adobe Creative Suite, Google Analytics, MongoDB, Concur
Professional: Data analysis, Account Management, Communication, Time Management, Organization

Projects

Project 1 – Election Analysis | github.com/lbp12/Election_Analysis
- Assisting the election commission to audit the election results.
- The goal of this project was to create versatile script that can be used for any election to decide the outcome.
- Languages used: Python

Project 2 – Belly Button | lbp12.github.io/BellyButton/
- An analysis of bacteria found in belly buttons to create a searchable database for Improbable Beef*.*
- The goal of this project was to develop data visualizations that show the top 10 bacterium types found in each volunteer's belly button. That way if Improbable Beef identifies a species as a candidate to manufacture synthetic beef with the volunteer will be able to identify whether that species is found in their navel.
- Languages used: JavaScript, HTML and CSS

Project 3 – UFOs | github.com/lbp12/UFOs
- An analysis of UFO sightings, while creating filters to filter multiple criteria at the same time.
- The goal of this project was to create a dashboard with filter options to further analyze UFO sightings.
- Languages used: JavaScript, HTML and CSS

Education

March 2022 – August 2022
Data Analytics Certificate: University of Denver, Denver, CO
A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning.

August 2010 – May 2014
Bachelor of Science Hotel and Restaurant Management: Northern Arizona University, Flagstaff, AZ
Graduated Summa Cum Laude

Experience

Partnership Manager   **March 2022 - Present**
Virgin Experience Gifts   **Broomfield, CO**
- *Proactively managed partner accounts to develop strong business relationships, maximized sales and optimized performance in terms of BIM, quality, service, and innovation*
- *Researched and sourced new business partners to satisfy margin requirements of key clients and directed sales within required framework/brief*
- *Delivered initiatives to grow defined categories, overcoming challenges with pricing and availability*

Key Accomplishments:
  - *Successfully launched multiple new regions with new and existing product offerings*

Corporate Travel Agent   **January 2019 – March 2022**
FCM Travel Solutions   **Denver, CO**
- *Created complex travel itineraries for over 40 different companies*
- *Analyzed and informed of all resources needed for international travel to travelers, such as passport, visa, and inoculation requirements, customs regulations, and currency exchange rates*
- *Communicated complex and ambiguous information to diverse audiences*
- *Ensured all travel is confirmed prior to departure and throughout client's travels*
- *Advised and assisted travelers with schedule changes and flight cancellations*
- *Reviewed COVID international travel restrictions and informed clients*

Key Accomplishments:
  - *Top 5 Agent within FCM US in 2021-2022*
  - *Top 10 Novice within FCM US in 2019-2022*

Dual Sales Coordinator   **March 2018 – January 2019**
Le Meridien + AC Hotel Denver Downtown   **Denver, CO**
- *Assisted in drafting contracts and addendums for group sales*
- *Assisted with creating unique proposals for each group inquiry*
- *Distributed lead inquires for 12,000 sq ft of space and 495 guestrooms split between both hotels to ensure maximum revenue for each hotel*
- *Sold room blocks of 10-20 rooms on peak*

Executive Meeting Specialist & Catering Coordinator   **March 2017 – March 2018**
Sheraton Denver Downtown Hotel   **Denver, CO**
- *Assisted in contracting and negotiation to aid managers to reach their goal and maintain profitability of the Catering department*
- *Assisted in planning all catering events with 133,000 sq. ft. of space while maximizing revenue with each program*

Key Accomplishments:
  - *Received "Team of the Month" in June 2017*

Sales & Marketing Assistant   **June 2016 – March 2017**
Beaver Run Resort and Conference Center   **Breckenridge, CO**
- *Established the Sales and Marketing Assistant training manual and developed training program in the sales and marketing department*
- *Helped in producing all marketing materials for entire property*
- *Managed social media accounts and Google Analytics page*

Reservation Sales Agent   **June 2015 – May 2016**
Westin Kierland Resort and Spa   **Scottsdale, AZ**
   Key Accomplishments:
   - o *Nominated for Trailblazer of the month in November 2015*
   - o *Received "Top Dog" award for exceeding guest satisfaction*

Marriott's Mountain Valley Lodge   **May 2014 – May 2015**
Manager Development Program   **Breckenridge, CO**
- *Based in the housekeeping department, but rotated through each department, including Front Office, Activities, Engineering, and Administration/HR*
- *Learned managerial activities: budgeting, scheduling, time management, associate on-boarding/orientation and leadership skills*