

# MICAH BRAUN

Seattle, WA  
micah.c.braun@gmail.com  
(434) 806-1735  
<https://mcbraunie.github.io>

## SUMMARY

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Detail-oriented professional with 3+ years of experience in administrative, data, and IT roles, proven expertise in analyzing complex data, optimizing hardware configurations, and fostering stakeholder collaboration using effective communication with all departments and stakeholders to drive operational efficiency. Brings an advanced skillset with Microsoft Office Suite (pivot tables, advanced formulae, integrating VBA to run complex processes) as well as leveraging the Python programming language to process large data sets. Currently looking to leverage skills in problem solving and collaborative professional communication to solve real-world problems and make a positive impact. Experience includes collaborating in data-driven initiatives, maintaining confidentiality with protected data (FERPA), leveraging technical acumen to streamline processes, and serving as a liaison between diverse teams for seamless project execution.

## EXPERIENCE

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### Data Technician

Freelance | Seattle, WA

9/2023 – Present

- Analyzed, categorized, and processed complex datasets crucial for culinary visual production, ensuring accuracy and relevance for the American Diabetes Association's initiatives.
- Developed Python scripts to streamline file management, enhancing data organization and accessibility for the production team.
- Integrating multiple datasets using Python, the Python database management library (Pandas), and MS Excel to categorize data.
- Provides technical consulting services for file management.

### Administrative Assistant

Inside Out Inspection Services | Seattle, WA

6/2019 – 6/2020

- Engineered a responsive tracking system utilizing Google Sheets, leading to a 10-20% increase in efficiency.
- Collaborated with stakeholders to optimize business-side data collection and retention using Google Suite tools.
- Provided technical troubleshooting expertise and facilitated communication between CRM provider, business owner, and customers, ensuring smooth operations.

### Admissions & Financial Aid Specialist

The University of Virginia | Charlottesville, VA

1/2014 – 5/2016

- Created reports enabling visualization of fiscal allocation and analysis of student demographics.
- Spearheaded data filtering methods, reducing quarterly expense reconciliation time by up to 75%.
- Advised faculty on use of complex datasets and provided support in incorporating new features, while maintaining FERPA compliance.
- Acted as a liaison between students, staff, and faculty and the larger University Financial Aid office, by communicating student needs and translating technical requirements back to students, staff, and faculty.

## EDUCATION

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### Bachelor of Environmental Science (2013)

University of Mary Washington | Fredericksburg, VA

### Associate of Science (2010)

Germanna Community College | Fredericksburg, VA

## SKILLS

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- Proficient in data collection, cleaning, and entry
- Exceptional communication and interpersonal skills
- Exposure and familiarity with bash
- Experience with Windows, Mac, and Linux
- Experience using SQL and MySQL
- College coursework in Network Security, IT, and Hardware and Operating Systems
- Git/GitHub version control experience
- Applied and educational experience with Python
- Exceptional Microsoft Office Suite skills
- Experience in bridging the gap between technical and non-technical stakeholders, fostering collaboration

## CERTIFICATIONS

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- ITIL 4 FOUNDATIONS from Axelos
- IBM Excel Basics for Data Analysis from IBM/Coursera
- Introduction to Data Analytics from IBM/Coursera
- Python Programming from the University of Washington