**MITCHELL J. KLEE - B.A.**

Austin, TX

952-738-2239

[Mitchklee35@gmail.com](mailto:Kleex012@d.umn.edu)

<https://www.linkedin.com/in/mitchelljklee/>

**Summary of Qualifications**

**Analyst**

* Languages: Python, SQL, JavaScript, HTML, VBA
* Applications: Tableau, Excel, PgAdmin
* Tools: Big Data, Jupyter Notebook, PivotTables, Github, Visual Studio, Heroku
* Project management – 1 year
* Public speaking - Strategic communication with team members and presentations on various projects
* Team Building/Lead - Led multiple projects from start to finish while creating budget and following business plan
* Technical - Ability to understand programs quickly and learn new skill sets

**Projects**

**Analyst Projects**

*Available on github -* <https://github.com/mitchklee35>

* SQL Employee Database – Import CSVs into SQL database. Model Data using Primary and Foreign keys. Connect to SQL database through python and create different specified lists from data. This analyzed the different departments and organized the employees by salary. Tools: SQL, ETL, ERD and CSV
* Pandas Data frame School District Analysis – Pull data from CSV and analyze school district test scores. Creating multiple groups and different data frames to analyze spending per student and the impact on each school. Tools: Python, ETL
* Nasa Website Data Scrape from Mars –Create a website from current updated Mars data, scraping from Nasa website and Nasa Twitter. The data was posted in visual format on a website. Tools: HTML, Python and a chromedriver extension.

**Work Experience**

**Redwood Logistics, Austin TX** *October 2017 – May 2020*

*Full Time Carrier Sales and Operations Rep*

* Coordinated shipments by matching customers with carriers and selling based on specific requirements
* Technical proficiency in proprietary Transportation Management System
* Built relationships with carriers and created business opportunities within full sales cycle
* Presented Ideas to help improve sales process and LR program – Truck list automation through excel
* Worked with VP of Strategy to explore opportunities for Blockchain in Logistics

**AT&T, Duluth MN** *October 2016 – December 2016*

*Part-Time Sales Associate*

* Analyzed customer’s current plan and recommended new plan by assessing needs
* Device and technical knowledge of products and functions

**Good Fish LLC** *May 2016 – August 2016*

*Founder/Partner*

* Started Good Fish with a business partner to create a small business that serves the community with organic and locally sourced fish, packaged in healthy prepared marinades for easy store-to-table preparation.
* Managed complete project from creation of business plan to working prototype while following budget
* Business Plan includes: Cover Page, Executive Summary, Company Description, Full Market Analysis, and 4 Year Financial Projection
* Complied with regulatory standards such as LLC filing and USDA labeling standards in prototype

## **Cultural Entrepreneurship Class - 4097** *Fall Semester 2014*

## *Entrepreneurial Internship*

* Proposed ‘Grocery delivery service’ solution for ‘food desert’ issue in Duluth, MN
* Met with community members and explored a business plan for a healthy food transportation system
* Collaborated with 2 other student groups to gain insight, generate ideas, create a business plan and propose three different solutions

**College Works Painting, Duluth MN**  *December 2012 – September 2013*

*Sales Branch Manager*

* Opened a Sales and Production Office serving the Duluth/Superior area focused on “Exterior Painting Services”
* Created a client base by managing a marketing team and generating more than 150 leads
* Provided estimates for 68 projects and secured 21 signed contracts totaling $78,540 in revenue over 3 months
* Planned entire summer by project and team, maximizing time throughout
* Interviewed more than 50 applicants along with training painters and crew chiefs

**Education**

**University of Texas Austin** *Summer to Fall 2020*

*Data Analysis and Visualization*

* 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.

**University of Minnesota Duluth (UMD)** *Graduation Spring 2017*

*Bachelor in Business Administration and Bachelor of Arts*

* Major: Cultural Entrepreneurship - *Business Administration*
* Double Minor: Communication & Hispanic Studies (Studied in Bilbao, Spain for 5 months)

**UMD Entrepreneurship Club** *October 2015 – December 2016*

*President and coordinator*