MATTHEW LAKEN

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EDUCATION

Syracuse University   *October 2020 – Present*
Master of Science, Applied Data Science

University of Maryland   *Graduated, May 2020*
Bachelor of Science, Information Science
Minor in Technology Entrepreneurship

ACADEMIC PROJECTS

School Comparison Database Project
Introduction to Data Science   *Fall 2020*

- Collected data on colleges and universities across the U.S. into a database; ran queries conducting statistical analysis to determine the best schools to attend
- Utilized Microsoft Access to organize and parse the data, then imported data to RStudio where I performed analysis using R and ran various queries using SQL

EXPERIENCE

Atlantic Group   New York, New York
Project Administrator   *July 2021 – Present*

- Responsible for the planning, tracking, and reporting of various projects which drive business decisions.

Statista   New York, New York
Business Development Analyst Intern   *February 2021 – June 2021*

- Utilized the applications of data science to provide reports to the executive leadership team, enabling strategic planning and process improvement in areas such as sales performance and client retention
- Developed solutions by describing requirements in a work-flowchart and diagram, studying system capabilities, analyzing alternative solutions, preparing system specifications, and writing programs

Enertiv   New York, New York
Sales Operations Intern   *November 2020 – January 2021*

- Directed support to the sales team by communicating with clients and generating deliverables
- Worked within Zoho CRM software to enhance company records and systematize the sales process
- Generated sales onboarding process and materials to improve the hiring process

Fusion Transport   Piscataway, New Jersey
Customer Service Representative   *June 2020 – September 2020*

- Managed customer accounts to ensure orders are accurately processed in a timely manner while coordinating logistics between warehousing and transportation services
- Provided customers with account and product details by generating reports within in a real-time warehouse database system

Law Offices of Ron J. Zoller   Union, New Jersey
Intern   *December 2019 – January 2020*

- Parsed sales files and prepared them for automation and facilitated the backup process
- Communicated with both current and prospective clients professionally and delivered messages to management

Trails End Camp   Beach Lake, Pennsylvania
Group Leader   *June 2019 - August 2019*

- Trained and managed a team of employees to complete daily tasks, follow protocols and promote a healthy work environment
- Developed age-appropriate activities that were designed to be inclusive and engaging for children

TECHNICAL SKILLS

- Proficient in writing SQL scripts and managing databases, as well as using Visio/Draw.io to generate ERDs
- Proficient in utilizing Python statical analysis, data visualization and web scraping [Numpy, Pandas, BeautifulSoup, Matplotlib]
- Proficient in utilizing R statistical analysis, data visualization, database management [ggplot, dplyr, tidyr, sqldf, jsonlite]
- Proficient in Adobe Suite programs for graphic design and enhanced visualizations (Illustrator, Photoshop)
- Advanced knowledge of Microsoft Excel, Word, PowerPoint, and Google Workspace
- Experienced with Tableau, Power BI and Gephi visualization tools
- Experienced with recruiting software Bullhorn, and supporting communication tools TextUs and RsCom.