**Monroe Parks**

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**OBJECTIVE**

Data analyst with experience in utilizing data tools for reporting, analysis and auditing. Experienced in collaboration with multiple teams across multiple business sectors to help increase business efficiency. Looking to contribute my experience and collaborate with an analytic team.

**EDUCATION**

**Florida State University** – Tallahassee, FL

*Bachelor of Science*, *Management Information Systems*

**TECHNICAL SKILLS**

|  |  |  |
| --- | --- | --- |
| * Tableau | * SQL | * Teradata |
| * Microsoft Power BI | * Spanish Speaker | * Excel |

**WORK EXPERIENCE**

**Fanatics,** Contract(Ecommerce & Merchandising)October 2024 – December 2024

Sourcing Analyst

* Audited data to ensure accuracy amongst databases MicroStrategy and Yusen that related to purchase order information
* Utilized Excel to perform calculations checking for shipment delays on purchase orders, making sure that the information such as factory location and/or reasons listed for delays were correct etc.
* Collaborated with Business partner analyst across 20 vendors to inquire on specific information found from calculations
* Findings were used in presentations for Vice presidents and directors to understand the issues related to our purchase orders
* Updated databases with proper information by creating mass updates through excel files that were imported to the in-house Database management system FMS

**Comcast,** Remote (Telecommunications)

Workforce Management Data Analyst 3 *June 2023-June 2024*

* Audited Line adherence data to check for accuracy validation amongst different data sources using SQL, Teradata and Excel pivot tables. File ownership was managed in sharepoint
* Created call center data visualizations based on data queried from SQL for Directors
* Built out and improved excel based reports into Tableau to make reporting easier for teams.
* Presented work and reports to VP’s and Directors with Microsoft PowerPoint
* Managed and updated dashboards to viz portal from Excel and Tableau, using a built-out system in Excel based on VLOOKUP formulas connecting multiple data tables that were transferred to Tableau
* Compared data between multiple reports to point out inaccuracies and missing data.

*Vendor Management Data Analyst (Intern) May 2022-August 2022*

* Pulled data from external Excel sources to create dashboards in Power BI
* Created multiple views related to business partner password information to track password information more easily and efficiently.
* Saved an average of 15 hours of weekly work for managers by automating user profile management processes that originally required manual updates.

**American Campus**

Community Assistant *October 2022 – May 2023*

* Assists residents/guarantors in-person and through calls with their questions and issues
* Developed relationships with potential residents for updates on final sales
* Gave tours to future residents and presented our utilities
* Documented room conditions and reported findings to manager
* Advertised the apartment on its social media platform through posts, videos and fundraisers