

Noah Brooks

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Relevant Experience

Accounts Payable Clerk

Ball Homes LLC. | Lexington, KY

January 2021 – July 2021

- Resolved any reconciliations, invoices, and receivable anomalies.
- Created and designed Excel spreadsheets to better streamline weekly lumber invoices.
- Collaborated with vendors to verify transactions.
- Verified, distributed, and posted high volume invoices daily

Non-relevant Experience

Restaurant and Customer Service

December 2016 – Current

- Acknowledging customer complaints and making sure customers are satisfied with experience.
- Answering questions on products and services and processing orders and transactions.
- Collecting and analyzing customer feedback and responding to customer reviews.

Shift Manager

Culver's | Lexington, KY

December 2016 – September 2019

- Oversee restaurant operations, organize the schedules of 20 staff members, and review workloads to maximize productivity.
- Prepare supplies for busy weekday lunch shifts and maintain inventory levels throughout peak hours.
- Monitor food preparation to ensure orders are completed quickly and no product is wasted
- Keep the dining area clean with effective oversight and crew assignments.
- Answer customer service issues quickly and ensure total satisfaction from all guests.
- Reconcile cash deposits and ensure proper cash handling procedures

Projects

[GitHub Repository](#)

Skills

Tableau

Excel / Google Sheets

SQL (MySQL, SQL Server, Postgres)

Data Visualization

Documentation

Data Exploration

Soft Skills

Adaptability

Communication

Teamwork

Critical Thinking

Creative Problem-solving

Interpersonal Skills

Leadership

Education

B.S.

Computer Science

Western Governors University

Expected graduation date 2025

B.S.

Accounting

University of Kentucky

Completed 107 credit hours towards a bachelor's in accounting

Certifications

[Google Data Analytics Professional Certificate](#) (Analytical Skills, Tableau, Excel, SQL)