

# Nora Cook

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## PROFESSIONAL SUMMARY

Data Analyst with a background in project management and waste management.

## EXPERIENCE

### ALG Networks, Oakland, CA

JANUARY 2018 – PRESENT

#### —Research Analyst

- Researching potential projects operating procedures, forecasting cost analysis, and finding grants and other incentives to mitigate the cost of projects and reduce the costs of our clients' projects.
- Developed key metrics to show projects' success and optimized standard operating procedures

### Greater Bay Development, Oakland, CA

#### —Partner, Office Manager

OCTOBER 2015 – JUNE 2016

- Designed programs for easy dissemination of information for construction firms including templates for estimating construction, labor, and material costs.
- Broke down estimates into different phases of construction cycles to keep projects on task with information needed.
- Created and maintained a database of standard construction materials and prices.
- Helped manage a 50,000 SqFt. construction site and remodel.

### Biagini Waste Reduction Systems, Richmond, CA

#### —Sales and Marketing Director

JUNE 2009 – NOVEMBER 2010

- Representative of firm at outreaching and networking events with large office buildings, small businesses, and multi-family housing units to develop and promote recycling programs.
- Gave presentations to prospective clients and presented new recycling programs to tenants as well as trained janitorial services for office buildings from 10,000 to 700,000 SqFt.
- Conducted waste assessments for LEED certification, as well as to determine the amount of recyclables in the waste stream, and recommended the size and location of waste receptacles.
- Created pricing models and business proposals to propose cost-efficient high diversion rate recycling programs.

### Central Contra Costa Solid Waste Authority, Walnut Creek, CA

#### —Recycling Associate

OCTOBER 2008 – JUNE 2009

- Recycling Superstar that got every chamber of commerce in the jurisdiction of Central Contra Costa County to recycle.
- Coordinated small business recycling program.
- Created educational materials about the CCCSWA's various recycling programs
- Headed outreach events to educate the public on recycling and various waste management programs including electronic waste disposal.
- Coordinated and connected permitted haulers and property managers to develop individualized recycling programs for office buildings and small businesses.

### Global Footprint Network, Oakland, CA

#### —Intern

JANUARY 2006 – JULY 2006

- Conceptual and analytical tools to assess man's impact on the environment. Helped create calculators of the Ecological Footprint for every country in the world.
- Used input-output analysis to calculate the environmental impact of every sector of a country's economy and their economics transaction with other sectors of the economy.

## SKILLS

Statistical and data analyses

QuickBooks

Python

R

SQL

Scala

Salesforce

Github

Salesforce

Bash/Shell

Java

Tableau

Access

Excel

## ACCOMPLISHMENTS

Wall Street Journal business section article featuring my career in waste management industry.

## EDUCATION

### General Assembly,

San Francisco

APRIL 2018

#### —Certificate of completion of Data Science Immersive

Learned how to program in Python, SQL, and Scala, plus a wide range of analytical tools including stats, regression analysis, machine learning, recommender systems, neural networks, random forests, supervised, and unsupervised learning.

### CSU East Bay,

Hayward

JUNE 2008

#### —B.S. in business economics with a minor in mathematics