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| |  | | --- | | Novak Radovic  Data Analyst | | Data analyst with high software and statistical knowledge looking to expand my expertise. Proficient in querying, analysing, and testing of business requirements to drive deployment of applications, business processes, and system solutions. Highly analytical, personable, a team-player, and detail oriented.    **Work History**       |  |  |  | | --- | --- | --- | | **2018-01 - 2020-04** |  | Bar Manager  *CMX, Atlanta, GA*   * Administrate the day-to-day operations of both the cinema and restaurant by supervising and coaching employees while encouraging teamwork through example with the goal to provide guests an exemplary experience and the staff productive and seamless shifts. * Creating schedules for upcoming weeks by analyzing past data to meet guests’ demands and staff needs. * Input daily sales/cinema revenues using Excel to ensure that all funds are in order. * Compared current years financial data with last years to see where improvements can be made by producing daily financial reports related to budgets, and account payables resulting in increased revenue by 3.2% from the last year. * Working with Human Resources on hiring efforts. Trained 12 Bartenders, 2 Supervisors, and many more front of house staff to meet rigorous company standards related to Hospitality and Health Code. * Assess inventory on a weekly basis and place necessary bar orders to make sure that bar supplies and alcohol are well stocked and prepared for guests in a timely manner. |  |  |  |  | | --- | --- | --- | | **2017-08 - 2018-04** |  | Administrative Associate  *NY Book Editors, Atlanta, GA*   * Cultivate clients for start-up editorial company and assist in retaining nearly 100% of active clients. * Create and organize valuable spreadsheets and client profiles which allow the staff to consult approximately 12 clients a day. * Assist in acquiring 27 new clients per month using case-studies and data of active clients in the company’s portfolio. * Initiate contact and build relationships with aspiring writers in Europe resulting in acquiring 5 new international clients per month, meeting the quota tied to the company’s international expansion. * Successfully encourage at least 4 existing clients per-month to extend their contract for an additional 2 years, helping contribute and achieve the company’s retention goal of 80% for the year. * Significantly improve client satisfaction by 18% throughout tenure by consistently providing excellent customer service and keeping them up to date with processes increasing the company's stature in the industry. | |  |  |  |  |  |  |  | | --- | --- | --- | | **2016-06 - 2017-08** |  | Collections Analyst  *Debt Collection Agency, Belgrade, Serbia*   * Acquire outstanding payments from 4 problematic debtors per month, and successfully avoided unfavorable disputes and legal action by finding a middle ground that benefits both the company and client. * Evaluate the credit risk associated with clients on a daily basis and analyzed 120+ different financial statements and contracts. * Create 18 payment timetables strict to implement with debtors to benefit both sides of the dispute. * Conduct financial review of customer lines of credit by assessing company financials and initiating credit application reviews. |     **Education**     |  |  |  | | --- | --- | --- | | **2021-06-**  **2021-11** |  | **Data Science/Analysis Boot Camp**  Georgia Tech University - Atlanta, GA  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 |  |  |  |  | | --- | --- | --- | | **2009-08 - 2014-05** |  | **Bachelor of Science: Economics**  Georgia State University - Atlanta, GA   * Minored in Psychology * HOPE Scholarship Recipient * Graduated with a 3.3 GPA * Completed coursework in Econometrics, Analytics, Calculus, and Statistics. |  |  |  |  | | --- | --- | --- | | **2012-08 - 2021-06** |  | **Bachelor of Arts: Management**  Universita Di Ca'Foscari - Venice, Italy  ATLANTIS Dual Degree Scholar and Grant Recipient | |  |  | **Contact**      Address  Atlanta, GA, 30309  Phone  (404) 918-1963  E-mail  radovic.novak12@gmail.com    **Skills**      Efficient:   * Python (pandas) * Excel, VBA, Power BI * SQL, SQLalchemy * Web-scraping (Beautiful Soup) * HTML, CSS * JavaScript, D3.js * Hadoop * Tableau, Matplotlib, Seaborn. * R and STATS * MongoDB * Machine Learning   Familiar with AWS Services.  Team player having exceptional organizational, problem-solving, and interpersonal skills.  Data profiling.  Data quality assurance processes.    **Languages**      English    Serbo-Croatian    Italian    Spanish |  |

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