

PATRICE DAVIS

Chicago, IL | (312) 286-1525 | pdavisiaa@gmail.com | [LinkedIn](#) | GitHub Portfolio: [pdavis99.github.io/](https://github.com/pdavis99)

PROFESSIONAL EXPERIENCE

American Osteopathic Association, Chicago, IL
CME Coordinator | Dec 2023 - Present

- Processed 75% of CME submissions in half the cycle, reducing costs and staffing needs.
- Cleaned and validated data for 1,000+ members to ensure accuracy in member outreach.

PIP Realty Group LLC, Chicago, IL
Data Analyst | Aug 2022 - Sep 2023

- Designed PHP automation tool to track 500+ vacant units, providing insights to property owners.
- Improved move-in process efficiency, reducing time by 50% with Lead Simple pipeline.

LinkedIn, Chicago, IL
Decision Science Intern | Jan 2022 - Aug 2022

- Delivered global sales performance dashboards and weekly reports using Tableau and Excel.
 - Reduced Club Rewards Program FAQs by 70% through chatbot implementation.
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EDUCATION

Harold Washington College, Chicago, IL

- Associate of Science | Completed Fall 2024

Year Up, Chicago, IL

- Data Analytics Program | Completed Fall 2021
 - Earned 31 ACE credits in advanced Excel, business writing, public speaking, and computer applications.
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CERTIFICATIONS

- Microsoft Excel 2019
- Google Data Analytics
- CIS 303: Scripting Languages (v.3)
- CIS 103: Introduction to Databases
- Professional Scrum Master I