

Peri Venetis

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Links: [Github](#) | [Linkedin](#) | [Personal Portfolio](#)

PROFESSIONAL SUMMARY

Computer Science graduate with experience in data reporting and process improvement. Skilled in SQL, Excel, CRM systems, and data analysis, with the ability to translate raw data into actionable insights. Seeking an entry-level data analytics role to support data-driven business decisions.

EDUCATION

Toronto Metropolitan University (formerly Ryerson University)
Bachelor of Science (Honours), Computer Science

Graduated: June 2023
Toronto, ON

- Graduated with distinction
- Honor's Dean's List (2019-2022)
- Awarded \$2,000 Entrance Scholarship for academic excellence

PROFESSIONAL EXPERIENCE

Unionville Athletic Club

April 2024 – Present
Toronto, ON

Membership Sales Associate & Data Support Associate

- Supported the membership sales team by managing 50+ monthly contracts in the CRM system and ensuring accurate data entry and reporting.
- Introduced more efficient tracking methods for lead follow-ups, helping management monitor outreach progress and client retention.
- Assisted non-technical managers by troubleshooting software issues, organizing member databases, and improving workflow documentation.
- Collected and summarized membership and revenue data for weekly team reports, highlighting patterns that influenced sales strategies.
- Handled 30–40 front desk interactions daily while documenting client concerns to identify recurring trends in member feedback.

Results Lifestyle Fitness

August 2022 – March 2023
Toronto, ON

Recreation Coordinator (Data & Engagement)

- Tracked daily, weekly, and monthly member attendance using Excel, producing summary reports and graphs for management review.
- Monitored participation in programs, identifying usage trends that informed scheduling and class offerings.
- Prepared regular statistical reports and evaluations for senior managers, ensuring accurate data was available for decision-making.
- Delivered customer service by responding to member inquiries and feedback, while recording and categorizing issues to improve operations.
- Coordinated with instructors to align program offerings with member demand, supported by attendance data analysis.

AWARDS

GLO-BUS Industry Champion

December 2022

- Recognized as a top-performing team in a global business simulation for strategic decision-making and data-driven analysis.

SKILLS AND TOOLS

Technical Skills: Microsoft Excel (data entry, formulas, charting), SQL (proficient), Python (basic data analysis), Microsoft Office Suite (Word, PowerPoint)

Data & Analytics: Data Reporting, Trend Analysis, Process Improvement, CRM Data Management

Tools: Microsoft Teams, Mindbody (membership management software)

Soft Skills: Problem-Solving, Communication with Non-Technical Stakeholders, Team Collaboration