

Sakichi Hiyashi

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EDUCATION AND TRAINING

Chromebook Data Science, Leanpub, Baltimore, MD June 2018–October 2018

Baltimore Community College, Baltimore, MD 2018–Current

Oakland Mills High School, Oakland Mills, Columbia, MD 2013

R, Google Suites Series, Microsoft Office Series, Fastrak, Brightree

WORK EXPERIENCE

Data Science Analyst, Problem Forward LLC, Baltimore, MD Nov 2018–Apr 2020

- ML modeling for sales predictions for numerous clients expanding over different industries (film/production, pharmaceutical, marketing, and others).
- Created RQD and worked with external team members to clean and explore data for tidy manipulation.
- Provided geospatial analysis and generated live websites for client(s) to use.
- Helped moderate and code the creation and deployment of first generation timesheet application for the company.
- Accepted additional responsibility to manage provisioning, training, and mentorship within the work environment.

Administrative Assistant, Spectrum Medical, Silver Spring, MD May 2016–Jan 2017

- Automated numerous internal systems which increased speed and efficiency within the company. • Accepted additional responsibility to manage provisioning, training, and retail sales management. • Prioritized and delegated tasks while still providing motivation and direction to create a positive work environment to ensure accurate on-time completion on all assignments.
- Created and coordinated work schedule to ensure coverage and efficient office operations.
- Strengthened the dealership reputation by providing expert technical explanations and resolving product disputes between customer, dealer and manufacturers.

Administrative Assistant, Aronson Medical, Essex, MD Jan 2017–June 2017

- Processed patient billing and various medical insurance claims as well as union vouchers
- Installed and edited patient records on database
- Responsible for basic administrative office duties such as answering phones, scanning, filing and faxing
- Educated customers on various products including the application and durable medical equipment supplies
- Effectively managed and resolved customer inquiries and/or complaints, establishing recurrent clients and good working relationships
- Provided prompt, diligent and outstanding administrative support to staff members across a fast paced DME practice, significantly reducing customer wait time