Amanda Schmiedel

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As a Wisconsinite who travels frequently and has a diverse career background spanning customer/food service, human resources, and training. The Google Data Analytics Professional certificate program is where I honed essential skills in Data Cleaning, SQL, Tableau, R, and Microsoft 365. I am proficient in data analytics, visualization, report generation, and project management. I have expertise in Google Suite, BigQuery, Excel, Tableau, R, and SQL. Equipped with a knack for collecting, transforming, and organizing data to drive informed decision-making, I am now eager to leverage my newfound expertise in an entry-level data analytics role. I am looking forward to contributing to meaningful projects, growing professionally, and collaborating within a vibrant team environment.

RELEVANT SKILLS & EXPERTISE

Tools/Languages: MySQL, Google BigQuery, RStudio, SQL Server Management Studio, R Markdown, R (Programming Language), Tableau, Python, Google Sheets, SQL, Microsoft 365, Visual Studio 2022, GitHub

Data Management: Data Analytics, Data Cleaning, Data Integrity, Sample Size Determination, Data Collection, Metadata, Data Aggregation, Data Calculations, Data Structures, Spreadsheets, Data Visualization, Charts & Graphs, Sparklines, Databases, Data Analysis, Inventory Analysis, Inventory Control, Inventory Management, Data Ethics

Software Platforms: Tableau, RStudio, SQL Server Management Studio, Google Sheets, Google Workspace, Google Cloud Console, Slack, Microsoft 365, Zoom, Loom, GitHub, Social Media, Databases, Adobe, RStudio, Visual Studio 2022, ChatGPT

Strengths: Structured Thinking, Attention to Detail, Professional Communication, Organization Skills, Decision-Making, Presentation Skills, Analytical Skills, Problem Solving, Interpersonal Skills, Management, Leadership, Project & Time Management, Teamwork, Customer Satisfaction, Collaboration, Schedule Creation, Analytical & Critical Thinking

DATA ANALYSIS PROJECTS

Clean Data Using SQL [[VIDEO DEMO](#) + [PROJECT](#)]   04/2024
- Applied SQL queries to clean and analyze automobile sales data for a used car dealership startup venture
- Created a custom dataset and table, imported an external .csv file, and executed SQL queries to ensure data accuracy and reliability
- Identified and rectified missing data entries, inconsistencies, and potential errors to optimize data integrity
- Collaborated with stakeholders to validate data cleaning processes and ensure alignment with business objectives
- Developed proficiency in data cleaning methodologies and SQL query execution through hands-on project experience

Create Charts and Dashboards using Google Sheets [[PROJECT](#)]   04/2024
- Utilized basic formulas in Google Sheets for data manipulation
- Developed 8 basic charts to visualize data effectively
- Implemented dynamic chart generation based on dropdown selection
- Utilized Sparklines for concise data representation
- Constructed a comprehensive dashboard featuring both basic and advanced charts
- Implemented Slicers for efficient data filtering, enhancing the dashboard's robustness and dynamism

Visualizing Citibike Trips with Tableau [[PROJECT](#)]   04/2024
- Utilized Tableau to create interactive data visualizations, including plots of the most popular start and end stations of Citibike trips, showcasing proficiency in Tableau's features for data visualization and analysis
- Demonstrated the ability to analyze and interpret trends in trip duration and start/stop times, utilizing Tableau's tools to visualize the distribution of trip durations and trip starts/stops throughout the day
- Created a comprehensive dashboard in Tableau by combining multiple visualizations, enabling stakeholders to effectively gain insights into Citibike trip patterns and user behavior
- Completed the project successfully within the specified timeframe, gaining practical experience in data visualization with Tableau and achieving the course objectives of creating impactful visualizations and dashboards

Data Analytics Capstone Project • [[PROJECT](#)][[RPubs](#)]   04/2024
- Conducted comprehensive data cleaning and manipulation using Excel, consolidating over 1 GB of Cyclistic's historical trip data from April 2023 to March 2024 across 12 sheets, ensuring data integrity and alignment with stakeholder guidelines

- Leveraged SQL to clean and analyze Cyclistic's trip data, documenting key metrics such as total rows, distinct values, and summary statistics for ride length and day of the week, enabling data-driven insights and trend identification for stakeholder decision-making
- Utilized R programming to import, standardize, and merge Cyclistic's trip data into a cohesive dataframe, facilitating descriptive analysis and the generation of actionable insights for stakeholders
- Implemented data-driven strategies to clean, format, and enrich Cyclistic's trip data, ensuring accuracy and reliability in preparation for analysis and stakeholder deliverables
- Produced detailed documentation and summary files of data cleaning and analysis processes, demonstrating proficiency in Excel, SQL, and R to support informed decision-making and drive business objectives in the bike-share industry

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EDUCATION

Maven Analytics • [Maven Website] • *Information Technology, QAS Self Study*   **05/2024-Present**
- Developed advanced skills in data analysis and visualization through comprehensive online courses offered by Maven Analytics
- Mastered industry-standard tools like Microsoft Excel, Power BI, and Tableau, gaining hands-on experience in manipulating and presenting data effectively
- Applied learned concepts to real-world business scenarios, enabling me to make informed decisions and derive actionable insights from complex datasets
- Expanded my knowledge in statistical analysis, data modeling, and dashboard creation, enhancing my ability to communicate key findings to stakeholders
- Received expert guidance and support from experienced instructors, fostering a collaborative learning environment that accelerated my professional growth

Google Data Analytics Certificate • *Coursera, Virtual, Merit America Sponsored*   **02/2024- 04/2024**
- Cultivated skills in the collection, transformation, organization, and visualization of data to draw conclusions, make predictions, and drive informed decision-making
- Completed hands-on labs and a capstone project (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios
- Collaborated with training cohort to gain proficiency in team-based project management, task prioritization, problem-solving, and frequent use of Google Workspace tools

Wisconsin Valley Library Service via Cengage • [Gale Website] *Virtual*   **02/2021- 07/2022**
- Cultivated skills in the collection, transformation, organization, and visualization of data to draw conclusions, make predictions, and drive informed decision-making
- Completed hands-on labs and a capstone project (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios
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CERTIFICATES (Virtual Learning)

- Excel Formulas & Functions   **05/2024**
- Thinking Like an Analyst   **05/2024**
- SQL Joins   **05/2024**
- Google Data Analytics Professional Certificate   **04/2024**
- Google Data Analytics Capstone: Complete a Case Study   **04/2024**
- Data Analysis with R Programming   **04/2024**
- Visualizing Citibike Trips with Tableau   **04/2024**
- Create Charts and Dashboard using Google Sheets   **04/2024**
- Share Data Through the Art of Visualization   **04/2024**
- Analyze Data to Answer Questions   **04/2024**
- Create Charts and Dashboards Using Microsoft Excel   **03/2024**
- Process Data from Dirty to Clean   **03/2024**
- Prepare Data for Exploration   **03/2024**

PROFESSIONAL EXPERIENCE

Delivery Driver/Personal Shopper • *DoorDash/InstaCart, Wisconsin*   **03/2022 -01/2024**

- DoorDash metrics: Acceptance rate 94%, Completion rate 100%, Customer rating 4.88 out of 5, On time or early 95%, Lifetime delivers 1147
- InstaCart Metrics: Customer rating 5 out of 5; Compliments Smooth delivery, quality items, extra effort, helpful chat, smart bagging, good, replacements; Accuracy Found items 611 out of 691; Liked replacements 47; Cancellation rate 2%, Seconds per item 92, Orders completed 45, Batches completed 32
- Utilized Google Sheets to efficiently track mileage, gas consumption, earnings, daily expenses, and monthly financial data, enabling comprehensive analysis and informed decision-making
- Demonstrated strong navigational skills to efficiently travel to and from restaurants and customers' locations while adhering to designated delivery routes
- Ensured accuracy and timeliness in picking up orders from restaurants and/or stores, verifying items, and securely transporting them to customers
- Utilizing mileage tracking apps or logs to record distance traveled during deliveries accurately
- Navigated Instacart's platform to receive and manage customer orders for grocery and household items
- Employed time management skills to efficiently navigate stores, locate items, and complete orders within specified timeframes
- Adapted quickly to changing priorities and fluctuating demand, effectively managing workload and prioritizing tasks accordingly

Food Production Crew • *Kids Korner Pizza and Subs, Rhinelander, Wisconsin*   **05/2022 - 03/2023**

- Provided friendly and attentive service to patrons, taking orders, answering questions, and addressing concerns to ensure customer satisfaction.
- Demonstrated proficiency in operating kitchen equipment such as ovens, dough rollers, and food processors to prepare and assemble food orders.
- Collaborated with team members to coordinate food preparation, order fulfillment, and dining area maintenance during peak hours.
- Assisted in inventory management by monitoring stock levels, restocking supplies, and notifying management of any shortages or discrepancies.

Employment Gap • *Rhinelander, Wisconsin*   **11/2021-05/2022**

- During the period of November 2021 to May 2022, took a temporary hiatus from employment due to a health-related issue, specifically a fractured back, requiring focused attention on recovery and rehabilitation.
- Utilized the time off to prioritize personal health and well-being, undergoing necessary medical treatments, physical therapy, and rehabilitation exercises to facilitate a full recovery.
- Demonstrated resilience and determination by adhering to medical recommendations and diligently following a prescribed regimen to expedite the healing process and regain physical functionality.
- Leveraged the downtime to reflect on professional goals, reassess career aspirations, and develop strategies for future success upon returning to the workforce, demonstrating proactive self-reflection and planning

Assistant & General Manager • *Burger King, Cave Enterprises, Rhinelander, Wisconsin*   **07/2021-11/2021 & 03/2018-10/2019**

- Spearheaded the creation and implementation of weekly and monthly inventory systems, ensuring accurate stock management and minimizing wastage
- Conducted comprehensive interviews, skillfully assessed candidates, and orchestrated seamless onboarding processes for new hires, maintaining a highly competent and motivated team

- Orchestrated the daily operations by efficiently opening the store for business, overseeing prep work, meticulous cleaning routines, and timely restocking to uphold top-notch standardsCultivated robust relationships with both customers and vendors, embodying the organization's commitment to exceptional service and fostering a positive brand image
- Analyzed staffing needs and devised optimized schedules to ensure adequate coverage while controlling labor costs, resulting in efficient operations and heightened employee satisfaction
- Championed staff development through personalized training programs and ongoing mentorship initiatives, empowering team members to excel in their roles and contribute to overall business success
- Innovated and implemented a comprehensive orientation program, equipping new hires with the necessary knowledge and tools to seamlessly integrate into the team and deliver outstanding service

References

Max Button
Shift Manager, Arby's
Known 5 years
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Esmeralda Jacquez
Past Supervisor @ Arbys
Known 1 Year
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