**Sarah Vujcich**

Eugene, OR (Willing to relocate)

Phone:303-523-5320| Email: svujcich.work@gmail.com

**LinkedIn**: <https://www.linkedin.com/in/sarah-vujcich>

**GitHub:** [*https://github.com/svujcich*](https://github.com/svujcich)

**Portfolio**: <https://svujcich.github.io/Portfolio/>

**Summary**

Science minded Data Analyst with a propensity for astute observations. Utilizes background in Excel and accurate data entry in combination with skills in VBA, Python, Javascript, SQL, and Tableau acquired from University of Oregon’s data analytics boot camp to create visually appealing, detail-oriented content. Effective at working both independently and collaboratively with team members to interpret large data sets. Passionate about consistently producing exceptional, interdisciplinary written reports that present key findings in a way that is accessible to any member of the audience. Strengths in self-starting, complex problem assessment, solution-based thinking, effective written communication, and punctuality contribute to my composition as a strong and versatile team member.

### Technical Skills

**Languages:** Python, Javascript, VBA

**Tools:**  Git, Pandas, Jupyter Notebook, VS Code, Microsoft Excel, Mocrosoft Outlook, Tableau, Power BI

**Databases:** SQL (PG Admin), MongoDB, METRC, SAP

### Projects

### UFOs | <https://github.com/svujcich/UFOs>

* a **Javascript** project which utilizes a dynamic filter function, allowing the user to filter a table using multiple criteria.
* *Javascript, html, CSS, bootstrap*

### Pewlett-Hackard Analysis | <https://github.com/svujcich/Pewlett-Hackard-Analysis>

* A project which uses **SQL** to analyze a database of 240,000 employee records to identify which positions will need to be filled as employees retire
* Used findings to make recommendations about a proposed mentorship program to respond to the volume anticipated vacancies in the workforce.
* *SQL, pgAdmin*

### Movies ETL | <https://github.com/svujcich/Movies-ETL>

* A **Python** project aimed at creating and using an automated pipeline to take in new data, perform transformations, and load the data into existing tables in an **SQL** database.
* Returned roughly 26,000,000 rows of cleaned data
* *Python, Jupyter Notebook, SQL, pgAdmin*

### VBA Stock Analysis | <https://github.com/svujcich/Stock-Analysis>

* An investigation of stock data accomplished by creating and refactoring a **VBA** Script
* Analyzed factors that contributed to improving the efficacy of the script and demonstrated ability to troubleshoot unknown problems to work more effectively with the software.
* *Microsoft Excel, VBA*

### Experience

#### Order to Cash Analyst 2023– Present

**Levi Strauss & Co. Eugene, OR**

Completes and delegates a variety of SAP transactions to support the flow of orders through the US supply chain; Investigates and remediates exceptions in order fulfillment. Communicates with internal, external and offshore partners to provide customer service related to order management, account set up, and account maintenance.

*Key Accomplishments:*

* Supply chain experience with High volume orders
* Manages multiple inboxes in Microsoft outlook
* Regular use of SAP, Microsoft Outlook, Microsoft Excel and Power BI

#### Inventory Specialist 2021–2022

**Bonsai Solventless| Bluestar Farms Eugene, OR**

Track the daily production, processing, and sale of various recreational cannabis products, for multiple brands, under 4 licenses (indoor grow, outdoor grow, lab, wholesale). Investigates root cause of discrepancies. Visually intuitive spreadsheet designs. Attention to OLCC regulatory compliance, and deep understanding of Oregon CTS (METRC database). Responsible for updating the MSDS.

*Key Accomplishments:*

* *Advanced application of excel skills including pivot tables and the vlookup function*
* *Created SOP resources for inventory management*
* *Standardized naming conventions in METRC database*

#### Packaging Lead 2020 – 2021

**MNG Enterprise (Mr. Nice Guy) Eugene, OR**

Directed packaging department of 5 people to produce in house products based on the needs of our 20 stores. 1 year experience of data entry METRC experience.

*Key Accomplishments:*

* *Developed packaging inventory system, daily report log, and production speed tracking using Google sheets*
* *Participated in the 2020 outdoor harvest (roughly 9,000 plants) as a METRC lead (1 month) recording plant weights and organizing crews of 15-30 people (primarily in Spanish) to hang, unhang, and package drying rooms.*
* *Safety Committee Captain (5 months); Experience with note taking during meetings (Google Docs and Microsoft word experience), email correspondence, and experience in emergency planning (OSHA compliance).*

#### House Keeper - Crew Leader 2019 – 2020

**Eugene Cleaning Solutions Eugene, OR**

Visited commercial and residential properties with a crew of 3 people to provide cleaning services for clients. Utilized time management skills to assess properties and finish cleaning in the allotted time. Utilized communication skills to build rapport with clients, and converse with homeowners about time assessment. Ensured company vehicle was stocked with necessary cleaning supplies.

#### Day Program Instructor 2017 – 2019

**Imagine! CORE Labor Source Boulder, CO**

Organized and facilitated community-based classes for adults with developmental disabilities. Supported clients to engage with scheduled activities, and achieve client specific service goals through prompting, modeling, and verbal praise. Supported clients with daily tasks of living such as eating, restroom support, transferring in and out of wheelchairs, and provided vehicle transportation to and from program. Completed daily documentation outlining service goals and services provided to consumers.

*Key Accomplishments:*

* *Leadership experience, provided instruction for 1 support staff member*
* *Regularly worked as a substitute for the Foothills group home (home for individuals in wheelchairs). Supported clients with daily routines, meal preparation, and medical administration.*

#### Head Cashier / Receptionist 2014 – 2017

**McGuckin Hardware Boulder, CO**

Completed POS transactions including purchases, returns, online orders, and special orders. Experience with customer service; deescalated agitated customers. Ability to troubleshoot complicated POS situations. Reviewed performance of lower ranking cashiers for promotions. Answer and transfer calls using a multi-line phone system. Experience shipping merchandise for online orders.

*Key Accomplishments:*

* *Leadership experience, Oversaw up to 4 cashiers in per shift*
* *Issued hunting and fishing licenses on behalf of the Colorado Division of Wildlife.*

### Education

***Boot Camp Certificate:*** University of Oregon, Eugene, OR

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.