Joe Love Tresor Kouko

London | +447507###### | tkjoe-love123@outlook.com | LinkedIn | Portfolio

Education

BACHELOR'S DEGREE | UNIVERSITY OF KENT, CANTERBURY| EXPECTED TO COMPLETE IN 2025

BA Criminology and Social Policy with a Year in Data Analytics

A-LEVELS | BURNTWOOD SCHOOL, LONDON| JUNE 2021

- A-levels in Geography, Media Studies, and Sociology

GCSEs | BURNTWOOD SCHOOL, LONDON | JUNE 2019

- GCSEs, Achieved 8 GCSEs with 9-1 grades in English (7) and Maths (6)

Skills & Abilities

- **Research and data analysis**: Ability to conduct thorough research as well as conducting data analysis (including statistical analysis, data manipulation and data visualisation) using the R programming language. Also proficient in descriptive analysis and transforming raw data into actionable insights
- **Technical proficiency**: proficient use of various online software tools such as Microsoft Excel, RStudio, Google Sheets, JotForm and Canva to store, organise, analyse, and present data.
- **Data Management**: Experience in handling and manipulating large datasets using Microsoft Excel to extract, transform and load datasets efficiently whilst maintaining accuracy in processing relevant information
- **Communication:** Strong communication and interpersonal skills, developed through volunteer work and leadership roles. Provided data-driven guidance and mentorship.
- **Creativity**: Experience using tools like Canva and Microsoft Office packages for designing visually appealing materials enhancing data presentation and communication.
- **Teamwork**: Highly collaborative team player with a proven track record of working effectively in diverse teams through hands-on involvement at my local church.
- **Organisation and Planning**: Honed through leadership roles, such as leading a bible study group and coordinating team activities
- **Critical Thinking**: Showcased ability to analyse complex situations and make informed decision such as successfully developing data-driven onboarding programs

Experience

ONBOARDING ASSISTANT| KHARIS CHURCH CHATHAM | JUL 2023 – PRESENT

- Developed and executed **data-driven** onboarding programs for new church ushers, ensuring a smooth integration into their roles.

- Provided data driven **leadership and mentorship** to new ushers, utilising **analytics** to identify areas for improvement whilst also instilling confidence, and a sense of purpose in their roles

RECRUITMENT ASSISTANT| KHARIS CHURCH CHATHAM | JUL 2022 – PRESENT

- Used **database software** to organise, analyse and manage recruitment records, maintaining **data governance** practices ensuring accurate and up-to-date information for effective decision-making whilst adhering to **data integrity** standards.

- Demonstrated **strong IT literacy** by managing analysing and responding to recruitment-related data promptly and professionally, enhancing communication with potential candidates through data-driven insights

CREW MEMBER| MCDONALD'S | APR 2022-PRESENT

- Managed cash transactions at the register, ensuring accuracy in processing customer orders and handling change.
- Provided exceptional **customer service**, maintaining a positive attitude, and promptly addressing customer inquiries and concerns, even during unsocial overnight hours.

CHURCH USHER | KHARIS CHURCH CHATHAM | OCT 2021-PRESENT

- Managed and **analysed attendance data** for large congregations of over 400 people during services, also showcasing the ability to remain calm and **organised** in a high-traffic environment.
- Demonstrated **quick thinking** and decisive action during unexpected situations, such as medical emergencies or facility issues, ensuring the safety and well-being of church members.

GRADUATE OUTCOMES ASSISTANT | UNIVERSITY OF KENT| JAN 2024 – MAR 2024

- Conducted proactive **data-driven** outreach to recent graduates via phone calls to provide support and assistance in their job search journey.
- Used **Excel** for tracking and organising **graduate employment data**, ensuring efficient and accurate record-keeping

Volunteering

- Volunteer at the Women in Data 2024 Flagship Event | March 2024
- Volunteer at the Coding Black Females London Careers Fair | March 2024