

# Jonathan Davis

## CONTACT

Address: 324 Wilnecote Lane, Tamworth, Staffordshire, B77 2LE

Email: jonrhys@gmail.com

Phone: 07447 672 169

## PROFESSIONAL SUMMARY

Talented Data Manager with extensive knowledge of SIMS, Microsoft Excel and entire office suite.

Proficient in a diverse range of development languages, including JavaScript, Python and VBA.

Excellent communicator with advanced presentation skills.

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## WORK HISTORY

Data Manager, 04/2010 to Current

Broadway Academy – Birmingham

### SKILLS

- Coordinated statistical data analysis.
- Evaluated consistency of intelligence data against school needs to determine optimal courses of action.
- Applied knowledge of data modelling and statistical analysis to note trends and draw conclusions.
- Generated weekly reports, detailing findings and advising recommendations for strategic decision making.
- Automated data processing to boost productivity.
- Analysed large datasets, drawing meaningful conclusions and providing actionable recommendations.
- Designed dashboards displaying real-time pupil and behaviour data.

Administrative Assistant, 04/2008 to 04/2010

Broadway Academy – Birmingham

### SKILLS

- Maintained office files in both electronic and hard copies.
  - Maintained reception area in orderly manner to provide visitors with positive first impression of the school.
  - Drafted meeting agendas and followed up on team action items.
  - Responded to telephone enquiries from parents.
  - Managed clerical needs of employees, including administrative support, file management and stationery supplies.
  - Managed incoming and outgoing calls for busy office.
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## EDUCATION

Bachelor of Science 2:1, Open, 06/2019

Open University

A Levels, 08/2002

Bishop Vesey's Grammar School - Sutton Coldfield

- Biology – C; Chemistry – D; Computing – C; General Studies - B