

KYLE PATRICK SIMPSON

Data Entry Specialist | Office Administrator | Data Analyst

With over 15 years in customer-facing roles and 5+ years specializing in data entry and analytics, I confidently bridge the gap between interpersonal, analytical, and technical skills. A driven and inquisitive self-starter with strong administrative acumen, and fluency in a vast suite of tools particular to office administration, data analysis, and customer service & relations.

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RELEVANT WORK HISTORY

- 2022

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Data Entry Specialist – Contract

Lions Foundation of Canada Dog Guides

📍 Oakville, Ont

- Efficiently processed a 4-month backlog of financial and client data in Salesforce, demonstrating strong data entry skills while meeting strict deadlines.
 - Implemented new data entry systems, enhancing efficiency and accuracy; established data validation procedures to ensure data integrity.
 - Created comprehensive training materials and documentation for seamless adoption of new data entry and validation systems by team members, ensuring project continuity.
- 2022
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2021

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Lodgement Administrator

Accident Compensation Commission, NZ

📍 Dunedin, NZ

- Applied health and privacy legislation to safeguard client information, showcasing a strong commitment to compliance, confidentiality, and data protection.
 - Maintained high accuracy in entering medical records and claims into the ACC database, ensuring data integrity and minimizing errors.
 - Contributed to process improvement initiatives, implementing enhancements that increased efficiency and reduced the likelihood of errors in data entry and processing.
 - Employed analytical skills to proactively identify and resolve system irregularities and errors, enhancing data accuracy and integrity.
- 2021
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2019

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Data Analyst – Contract

Fungus Federation Ltd.

📍 Auckland, NZ

- Coordinated research participant activities by scheduling screening appointments, surveys, and debriefing sessions, demonstrating strong organizational and time-management skills.
 - Utilized analytical skills to conduct various analyses on production data, providing valuable insights that contributed to informed decision-making for process improvement.
 - Developed clear and concise visualizations and dashboards to effectively communicate complex data driven insights.
- 2019
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2018

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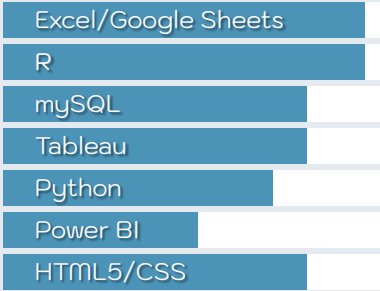
Research Assistant

Centre for Cross-Cultural Psychology: Mind & Culture Lab

📍 Wellington, NZ

- Administered online surveys using Qualtrics, coordinated research participants scheduling screenings, surveys, and debriefing sessions.
 - Drafted numerous literary reviews on relevant subject matter, contributing to the research and knowledge base of the lab.
 - Served as the social media coordinator for the Centre for Cross Cultural Research, actively managing and enhancing the lab’s online presence and engagement.

TECHNICAL SKILLS



ADDITIONAL SKILLS

- ▶ Data Visualization/Reporting
- ▶ Qualitative Research
- ▶ Quantitative Research
- ▶ Statistical Modeling
- ▶ Survey Design/Analysis
- ▶ Agile/JIRA
- ▶ CRM (Salesforce)
- ▶ Verbal & Written Communication





EDUCATION

Double Bachelor of Arts in Psychology & Philosophy
Victoria University of Wellington
November, 2019
Wellington, NZ




CERTIFICATION

Professional Certificate in Data Analytics
Google Careers Certification
June, 2021
Coursera

ADDITIONAL WORK EXPERIENCE

- 2023
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2022
- **Cocktail Bartender/Mixologist**
Pinkerton's Snack & Cocktail Bar  Toronto, Ont
 - Effectively handled multiple tasks in a fast-paced cocktail bar environment, accurately receiving and fulfilling customer orders to a high standard.
- 2021
- **Operations Manager – Contract**
Twisted Frequencies – ŌYE Festival  East Takaka, NZ
 - Managed a 3000-person, 4-day outdoor music festival, leading a team of 100+ performing artists, employees, and volunteers.
 - Oversaw waste and sanitation logistics, ensuring efficient and timely solutions for environmental needs.
- 2019
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2018
- **Teaching Assistant/Lab Instructor**
Victoria University of Wellington School of Psychology  Wellington, NZ
 - Instructed classrooms of undergrad psychology students, presenting course material, and distributing/grading assessments for a 300 level Evolutionary Psychology course.
- 2015
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2011
- **Managing Director**
Bar Squire Beverage Consultancy Services  Wellington, NZ
 - Executed the overall management and operation of Bar Squire, overseeing business processes, client interactions, and the successful delivery of high-quality beverage services.
 - Established a comprehensive database encompassing cocktail recipes, alcohol products, and suppliers, facilitating the implementation of stock control and ordering systems for venues.

SERVICE & INTERNSHIPS

- 2022
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2020
- **Survey Administrator/Analyst**
Barrio Del Chur Artist & Event Collective  Wellington, NZ
 - Managed end-to-end execution of exit surveys for multiple 1000+ person immersive events using R, Google Sheets, and Google Forms, extracting actionable insights for enhancing future events.
 - Created interactive dashboards for event promoters and managers, enabling real-time tracking of ticket sales and survey insights
- 2020
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2019
- **Data Science Intern**
Greenback Ltd.  Auckland, NZ
 - Managed the collection, validation, and analysis of user data for a virtual garden hub/seed trading program, while also researching and modeling carbon sequestration, measuring individual and overall project impact.
 - Collaborated with the software development team creating apps & mobile games that support climate action.
- 2018
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2017
- **Mentor**
Te Pūtahi Atawhai – Māori & Pasifika Student Support  Wellington, NZ
 - Received comprehensive cultural sensitivity training to effectively mentor and tutor Māori and Pasifika under-graduate students enrolled in Psychology and Statistics courses.

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LICENCES & CERTIFICATES

- ▶ Driver's License (G2)
- ▶ Standard First Aid & CPR/AED (Level C)

LANGUAGES

English
Fluent/Native

French
Beginner/Basic

Te Reo Māori
Beginner/Basic

HOBBIES & INTERESTS

- ▶ Nature & Hiking
- ▶ Cooking & Mixology
- ▶ Photography
- ▶ Brazilian Jiu Jitsu
- ▶ Audio Production

REFERENCES

– Available upon request