

# 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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☎ (226) 337 5258  
🏠 Toronto, ON, M5S 2N5

## 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  
|  
2021

●

**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 while significantly minimizing errors.
  - Contributed to process improvement initiatives, adding implementations 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  
|  
2019

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**Data Analyst – Contract**

Fungus Federation Ltd.

📍 Auckland, NZ

- Cleaned existing company datasets simultaneously creating new systems for data collection, validation, and analysis.
  - Delivered data driven insights that informed improvements to scaling, production, packaging, and distribution.
  - Developed clear and concise visualizations & dashboards to effectively communicate output of analysis, and for tracking operations in real time.
- 2019  
|  
2018

●

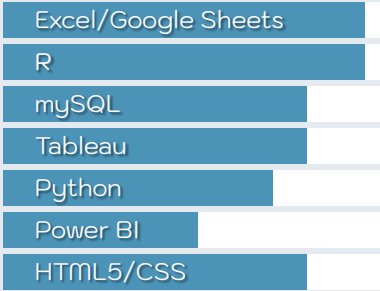
**Research Assistant**

Centre for Cross-Cultural Psychology: Mind & Culture Lab

📍 Wellington, NZ

- Coordinated research participants by scheduling screening appointments, surveys, and debriefing sessions, demonstrating strong organizational and time-management skills.
  - Administered online surveys using Qualtrics. Conducted entry, cleaning, validation, and analysis of data using R and Python.
  - Drafted numerous literary reviews on relevant subject matter, contributing to the research and knowledge base of the lab.

## 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  
|  
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 – NYE 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  
|  
2011
- **Managing Director**  
Bar Squire Beverage Consultancy Services  Wellington, NZ
    - Consulted to hospitality industry, working closely with owners to create bespoke cocktail menus which complimented existing food & beverage offerings.
    - Established a comprehensive database encompassing cocktail recipes, alcohol products, and suppliers, facilitating the implementation of stock control, ordering systems, and data driven menu design for venues and private events.

## SERVICE & INTERNSHIPS

- 2022  
|  
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  
|  
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  
|  
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