Weatherly J. Williams

EDUCATION

Graduate Academic Certificate in Data Analytics - University of North Texas, Denton, TX

Bachelor of Arts - University of Texas at Arlington, Arlington, TX

TECHNICAL SKILLS

Python Programming	SQL Programming	MySQL Database
Tableau	SAS Enterprise Miner	Microsoft Suite

ACADEMIC HIGHLIGHTS

University of North Texas, Denton, TX
18 hours of completed graduate level course work in Data Analytics and Information Science.

- Created and studied entity-relationship models for application in Database Management Systems.
- Developed SQL statements for database table definition, new data input, and information retrieval in a MySQL database.
- Implemented Excel to compute statistical problems.
- Utilized Excel, Tableau, PowerPoint, and Python libraries to analyze and visualize data.
- Loaded data into the tables for MySQL and Cloud Spanner using SQL statements.
- Wrote SQL queries for Hive, Spark, and BigQuery.
- Employed OpenRefine and Excel to clean data.
- Applied supervised and unsupervised machine learning models using Python programming language in the Jupyter Integrated Development Environment.
- Operated SAS Enterprise Miner to run statistical and machine learning models on data sets and interpreted the output to answer business and research questions.

WORK EXPERIENCE

Tarrant County College, Fort Worth, TX   November 2014 - Current
Career Advisor

- Assist management in meeting goals by applying data collected through the Institutional Effectiveness Office regarding student enrollment, retention, and completion.
- Develop collaborative goal-oriented relationships with students (customers), colleagues, and other stakeholders.

- Advise students (customers) and stakeholders on college processes, programs, and resources and explaining complex information in easy-to-understand terms.
- Interpret and review career assessment results to advise on career pathways.
- Create and regularly conduct group presentations and events.
- Register students for classes using the college's database management system.
- Work both independently and in a team environment in various ways to ensure improvement and customer service.
- Collaborate with all levels of staff to plan and implement processes and programs ensuring project completion in a timely manner.
- Communicate effectively in collaborative environment with coworkers, project team members, and management.
- Utilize Excel spreadsheets to collect and track student (customer) data for use in process improvement and research.
- Identify issues and risks in information within the college's database management systems to maintain accuracy and consistency of records.
- Train colleagues in the use of the database scheduler system.
- Create technical guides for students to navigate college software systems.
- Guide customers (students) in solutions to technical problems when students experience issues with web applications.
- Maintain proficiency and training for assigned divisional duties.

Tarrant County College, Fort Worth, TX   June 2012 - November 2014
Student Development Coordinator

- Performed case management for students advising on strategies for success.
- Assisted in recruitment, onboarding, scheduling, and supervision of student workers.
- Trained student workers individually and in group presentations.
- Proctored exams, scheduled testing appointments, and coordinated assignment of testing areas.
- Acted as liaison and facilitated communication between students and faculty.
- Communicated with faculty and staff in person and writing regarding student information.
- Researched and operated appropriate assistive technology.
- Entered data, maintained records and inventory; created forms for office procedures.
- Constructed spreadsheets to illustrate important office data.