Xavier Quinn

Philadelphia, PA | willing to relocate
267-825-0722 | xaviertquinn@gmail.com | he/they
LinkedIn | Portfolio

SUMMARY

Detail-oriented Data Analyst with 1 year of experience in customer service and nonprofits. Improved operations by 3% through solving data problems in 6 weeks. Proficient in visualization, cleaning, and analysis. Excellent communication and organization skills. Delivered insights for decision-making using analysis and dashboards tools.

SKILLS

SQL · Tableau · Microsoft Excel · Aggregate functions · VLOOKUP · XLOOKUP · Pivot tables · PostgreSQL · Data analysis · Data visualization · Data analytics · Data modeling · Analytical skills · Data oriented design · Data extraction · Communication · Attention to detail · Organizational skills · Problem-solving · Creativity · Teamwork · Focused · Motivated · Passionate ·

WORK EXAMPLES

- **Through the DoorDash— *Excel*.** Used Excel to analyze a 2.2k dataset for marketing insights that will increase the customer base and company revenue. Focused on age range of customers, total amount spent, average amount spent, and average customer use length. Provided marketing insights to further focus future campaigns.
- **Into a Classroom— *Tableau*.** Visualized 1.8k dataset from Massachusetts Education analysis to answer inquiries about the state of the school system, how class size affects college admission, the top math schools in the state and the schools that are struggling.
- **World Happiness Report— *Tableau*.** Explored correlations between corruption and freedom, and freedom and generosity to offer insights into the happiness factors through data visualization.
- **Analyzing Music Artists and Tracks— *GitHub*.** Conducted SQL queries and gained insights into music sales data.
- **Customer & Order Analytics— *GitHub*.** Executed queries to obtain insights into monthly sales and product data, successfully addressing multiple inquiries and providing valuable business strategies.

EXPERIENCE

Freelance Data Analyst— *Upwork*, MAY 2023- PRESENT
- Analyzed data for key patterns, insights, and strategies using SQL and Excel in 2 weeks, depending on the time frame
- Delivered actionable results for 10% increase in informed decision-making in 2 months, dependent on the project time frame
- Visualized data with Tableau dashboards and Excel charts, resulting in 5% improvement in operations through key insights communicated to stakeholders

Professional Development— *Career Break*, APRIL 2022- MAY 2023
- Developed proficient data analytics skills in SQL, Tableau, and Excel in 6 months
- Created 10+ data projects with dashboards and insights in 4 months

Barista— *Simply Fresh by McCaffrey's*, FEBRUARY 2022- APRIL 2022
- Improved customer engagement by 3% through preparing and serving beverages to 40 customers a day
- Handled over 400 customer transactions in 1 week promptly and accurately
- Maintained a clean working environment through a daily cleaning routine

Store Associate— *Savory Spice*, OCTOBER 2021- FEBRUARY 2022
- Delivered exceptional customer service by assisting 20+ customers a day
- Restocked inventory and on floor merchandise of over 50 products to meet weekly demands
- Packed more than 100 customer orders in 3 weeks and entered package into software for accurate delivery, ensuring 70% customer satisfaction

Employee— *Bucks County River Country*, AUGUST 2021- SEPTEMBER 2021
- Provided exceptional customer service to over 30 customers a day

- Processed 10+ reservations daily and managed the reservations system

Victim Services Advocate/Internship— *New Directions Center*, AUGUST 2020- OCTOBER 2020
- Categorized 100+ organization expenses according to its policies during the 2 month period
- Tracked 50+ monetary and in-kind donations in accounting software during the 2 month internship

Tax Associate— *H&R Block*, DECEMBER 2019 - MARCH 2020
- Prepared financial statements for 5 clients daily according to GAAP and other professional standards
- Maintained branch appointments by scheduling new and returning clients during 60 calls daily

EDUCATION

Data Analytics Accelerator, **Data Career Jumpstart**
Data Analytics Certificate, **Break Into Tech**
Tableau Creator, **Tableau**
SQL: Querying and Managing Data, **Khan Academy**