

EDUCATION

Georgia State University, J. Mack Robinson College of Business
Bachelor of Business Administration, Computer Information Systems
W/ concentration in **Data Analytics** and **Minor in Finance**

Atlanta, GA
December 2021

Tools	Skills
• Microsoft Office Suite • Tableau • R • MySQL • Anaconda Navigator	• Oracle DBMS • Microsoft SQL server • Methodologies: Agile, SCRUM, DevOps • Cost Control • Risk Management

ACADEMIC PROJECTS

Data Programming

Spring 2021

- Created visualizations, analysis, and made discoveries from an Aviation Dataset on Kaggle; the insight gained from the project showed the effects of aviation incidents during the pandemic.
- Utilized Python API to build database driven applications.
- Examined large datasets, create, debug, execute, and test well-designed and readable Python applications

Managing IT Projects

Spring 2019

- Tested, maintained, and monitored various computer programs and systems through core project management methodologies.
- Reviewed and analyzed computer printouts and performance indicators to locate coding problems.

Business Analysis

Fall 2018

- Analyzed models in support of decision making in a corporation.
- Emphasized hands-on application of the techniques using excel and tableau for data analysis
- Created a visualization mapping population density on tableau to find insights to target areas in a sample corporation.
- Techniques included VLOOKUP, IF, RAND, COUNTIF, GOAL SEEK, SUMPRODUCT.

WORK EXPERIENCE

Engel & Volkers

Atlanta, GA

Administrative Intern

January 2021 – Present

- Performed account reconciliations using QuickBooks integrated tools and managed the processing of 100+ invoices in the Revenue Report, working with real estate transactions ranging from 400K-1 Million dollars
- Supported Accounting and Marketing department managers regarding various projects, running from soft coding websites, to auditing monthly revenue report.
- Managed auditing monthly financial data, such as real estate closings and agent financial commission stubs, by data entry/retrieval on the company reporting software for 100+ agents.

Rex Nails

Rex, Ga

Front Desk Receptionist

May 2020 – January 2021

- Implement and maintain customer relationship management (CRM) tool (scheduling and frequent client interaction)
- Communicated with manager ensuring safe business practices for the employees and customers by adjusting operating model in response to COVID-19; monitoring customer capacity to regulate new guidelines in order to operate during pandemic resulting in a higher customer satisfaction review on Google.

Comcast

West Palm, FL

Marketing Analytics Intern

May 2020 – June 2020

- Internship awarded then cancelled due to COVID-19

Extracurricular Activities and Interests

Organizations: Association of Information Systems (AIS), Panther Hackers

Interests: Busines, Finance, Real Estate, Automotive, Telecom, Technology in Business