

Alessandra L. Young

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Home: 717.450.4962 Cell: 717.679.2319

EMPLOYMENT

Accenture – BC Forward

August 2016 – August 2020

Accenture, Philadelphia PA

Report Coordinator – Internship

Address: 2005 Market St 15th Floor, Philadelphia, PA 19103

Phone: (267) 216-1000

Key Responsibilities

Data Collection and Analysis

- Acquire data from primary or secondary data sources and maintain data governance
- Identify, analyze, and interpret trends or patterns relating to key performance indicators in complex data sets
- Identify anomalies in various data sources
- Filter and “clean” data

Reporting

- Incorporate data analysis into designated ongoing reports
- Use analyzed data to create reports identifying process improvement opportunities
- On request prepare and create reports from unique SharePoint views, extracting data and compiling Excel spreadsheets

Other Responsibilities

- Analytical, and problem-solving skills, very detail oriented
- Demonstrated oral and written communication skills
- Advanced proficiency in Microsoft Excel (use of macro’s, pivot tables, VLOOKUPS)

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Knowledge and Skills

- Proven ability to organize, plan and priorities assignments within multiple projects and perform difficult analytical tasks with minimal supervision.
- Queries, report writing and presenting findings.

EDUCATION

Bloomsburg University of Pennsylvania

- Presently enrolled as an Undergrad Bachelor of Science in Digital Forensics

Harrisburg Area Community College, Lebanon Campus

- 2016 to 2019: Associates of Arts Degree - GPA 2.26

Cedar Crest High School, Lebanon, PA

- September 2011 to May 2015 - GPA 3.00

VOLUNTEER & COMMUNITY SERVICE

Sacred Heart of Jesus Church, Cornwall, PA

- Fall 2010 - 2011: Children's Mass instructors assistant – Ages 3-10
- Bible Study and arts and crafts activities
- Yearly Church Fair – Children's Games

CLUBS & ORGANIZATIONS

Bloomsburg University of Pennsylvania

- Rotaract Club – Present
- BU Wishmakers – Present
- BU Program Board – Present