



TAMMY HARTLINE

Internal Resume & Cover Letter



OCTOBER 30, 2022

SOUTHERN NEW HAMPSHIRE UNIVERSITY ANALYTICS DEPARTMENT

Applying for position: Business Intelligence Analyst

Current Department: Analytics

Current Team: Student Experience and Academic Advising Analytics Team

TAMMY HARTLINE

SUMMARY Currently, a Southern New Hampshire University federal work study student worker on the Student Experience and Academic Advising Analytics team. I have almost 10 years of experience in finance. As an extremely quick learner, over achiever, detail oriented and outgoing enthusiastic person, I believe the position of Business Intelligence Analyst currently available at SNHU is a position I would thrive in. I have had the opportunity to utilize my analysis skills on a several projects. I am continuously adapting and keeping up to date with technology trends and business tools available to people working in the analytic, computer science, ITS, software engineering and development, data and cyber security fields.

SKILLS & ABILITIES

- Microsoft SQL Server
- Azure DevOps
- Microsoft 365 Dynamics
- Python
- Microsoft Power Platform
- Java
- HTML5
- CSS & Bootstrap
- R, C & C++
- Excellent communicative, written, spoken, and verbal skills
- Ability to adapt and learn quickly and efficiently
- Works well under pressure with little to no supervision in a variety of work environments.

DATA ANALYTICS REPORTING COORDINATOR, SNHU

Dates From May 2, 2022 - To Present

I have worked on several projects during my time here, including:

- Non-Military/Military Persistence reporting for business partners
 - Catalog updating in SQL,
 - Liaison between Analytics and The Office of Sustainability
Created and customized SharePoint page to work as data warehouse, as well as helped them with other data related items, such as data collection, organization, standardization and reporting. I also recently presented the results of the collaboration between Analytics and the Office of Sustainability at AASHE's Global Sustainability in Higher Education Conference, detailing the reporting techniques and tools
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used to create interactive and easy to understand solutions for the Office of Sustainability.

- Built a dashboard for the CMHC Fieldwork Admin Team, which can be viewed in the Global Campus Career Metrics workstation and is named Career Field Work Dashboard. With help from Jeff Allen, I was able to automate this report, allowing it to refresh and update the information each time the report sent to an email via attachment using Power Automate.
- Currently working on geneSIS project through report auditing and user Story updates and creation, and so on. Learning SNHU mapping process and procedure.

NOTE: Only listed most recent and relevant experience.

If more is needed, please let me know and I will submit previous resume with all prior history.

EDUCATION SOUTHERN NEW HAMPSHIRE UNIVERSITY —REMOTE —BS.CSC.DAS

BS Computer Science w/conc Data Analysis ++

- Currently earned 57 credits.
- Earned 48/57 credits since April 2022.
- 4.000 GPA
- Original anticipated graduation: 12/2026
- Current anticipated graduation: 12/2024

CONTACT INFORMATION

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SNHU REFERENCES

- STEPHANIE COUGHLIN (IMMEDIATE SUPERVISOR)
 - BRIAN IBESSEN-JOHNSON
 - SCOTT SCHNEIDER
 - IRINA BAILEY
 - JACE GALYEN
 - AMY AMES (FIELDWORK ADMIN TEAM SUPERVISOR)
 - MICHAEL WEINSTEIN (DIRECTOR OF SUSTAINABILITY)
 - PAMELA BECKVAGNI (SUSTAINABILITY MANAGER)
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