ISABELLA CLARK

Assistant Data Technician

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PROFESSIONAL SUMMARY

Experienced Assistant Data Technician with 5 years in data management and analysis. Proficient in data quality enhancement, reporting tool development, and efficient data processing methods. Passionate about utilizing technical skills and analytical insights to support organizational objectives and drive impactful data-driven decisions.

WORK EXPERIENCE

Assistant Data Technician
WidgetWorks Inc.

📅 Apr / 2021-Ongoing
📍 Denver, CO

1. Managed the preparation and processing of financial records related to purchasing and material distribution.
2. Supported annual assessments and ensured compliance with state and federal reporting requirements.
3. Assisted in preparing responses for data requests and inquiries from various stakeholders.
4. Coordinated appointment scheduling and travel arrangements for team members.
5. Organized and maintained electronic and paper document files for easy retrieval.
6. Utilized advanced Microsoft Excel and Word functions for data analysis and reporting.
7. Operated and maintained data input/output machines, ensuring efficient media handling.

Data Technician
Crescent Moon Design

📅 Apr / 2020-Apr / 2021
📍 Portland, OR

1. Configured and installed data networking systems for major clients, ensuring optimal performance.
2. Conducted cable termination and assembly for communication systems.
3. Programmed and set up IP codes to improve network functionality.
4. Diagnosed and resolved cable testing and networking issues.
5. Installed and routed network cables in new commercial sites, enhancing connectivity.
6. Maintained and organized distribution frames, ensuring proper connectivity.

EDUCATION

Bachelor of Science in Information Technology
University of Technology

📅 Apr / 2019-Apr / 2020
📍 Phoenix, AZ

Focused on data management, analysis, and technology integration.

SKILLS

Troubleshooting Skills	Data Quality Assurance	Python Programming	Data Entry Accuracy
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ACHIEVEMENTS

⭐ Improved data accuracy by 30% through effective reporting tool implementation.

⭐ Streamlined data processing methods, reducing turnaround time by 20%.

⭐ Developed training materials for data entry best practices, enhancing team efficiency.