

# Robert Smith

## Junior Data Analyst

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## SUMMARY

Specializing in finance, accounting, sourcing, and procurement. A fast-learning problem solver with proven analytical and communication skills. Confident with programming.

## SKILLS

Google Analytics, Google Adwords, Marin, Bing Ads, Omniture, SQL, MS Office Suite, Javascript, HTML, Salesforce, SAS JMP.

## WORK EXPERIENCE

### Junior Data Analyst

Nickelfish - June 2015 - 2021

- Maintained database of patients and charities information and assisted the management in inventory management and communication.
- Examined the donor and charities information and identified the areas needs to be improving for better efficiency.
- Monitored and recorded help line calls about patients, problem and solutions to the MS-Access tables.
- Assisted donor manager with book keeping and reports.
- Heavy usage of MS-Excel spreadsheet to maintain donors and charities information.
- Administrated online database including creating ad-hoc queries and generating reports.
- Provided research assistance to the Program Manager in seeking community sponsorship  
Provided confidential, accuracy and performance in completing work.

### Junior Data Analyst

Delta Corporation - 2013 - 2015

- Auditing data found with stunning accuracy.
- Device mapping with a team of six other analysts that outperform deadlines Outsourced by Microsoft.
- Building reports and analysis business processes using MS Excel.
- Building reports and databases in SQL SSMS 2012 and PostGRES.
- Conducting literature reviews to inform policy analysis.
- Cleaning data with MS Excel.
- Supported an internal NGTS project with another team member to develop a personnel database Provided support to the Trusted Agent Sponsorship System (.

## EDUCATION

Bachelor's In Marketing