

OBJECTIVE

Recent graduate with a BAAS in Information Technology seeking a Junior Data Analyst position to utilize data analysis and visualization skills to drive actionable business insights.

CONTACT

✉ A [REDACTED]@gmail.com

☎ [REDACTED]

🌐 AmyStanleyWebDev.com

SKILLS

- Tableau, Visio
- Azure Data Studio
- Database Management
- Normalization
- SQL, Python
- Statistics, mathematics
- Data visualization
- Logic, problem solving
- Advanced Excel
- Business Communications
- Interpersonal Skills
- Passion for technology

EDUCATION

🎓 **TEXAS A&M – CENTRAL TX**
BAAS in Information
Technology
Expected graduation 5/2024

🎓 **SAN JACINTO COLLEGE**
Associates in Web
Application Development
Graduated 5/2022

AMY STANLEY

DATA ANALYST

WORK HISTORY

GLOBAL HELP DESK– WHOLE FOODS MARKET

Randstad Digital (11/2023 - current) | Lui 512-903-[REDACTED]

- Hardware and software troubleshooting via telephone
- Microsoft Office Suite, Azure, and Active Directory
- ServiceNow ticket management system
- Collaboration with multiple teams and diverse clients

CUSTOMER SERVICE ASSOCIATE - DATA ENTRY

Foley Carrier Services (8/2022 – 10/2023) | Joy 860-815-[REDACTED]

- Data entry using CRM, automation, business software
- Cold calling for prior employment verification
- Remote, independent work using a self-serve training resource

WEB DEVELOPER INTERN

Cult9 Records (7/2022 – 10/2022) | Brian@cult9records.com

- Designed wireframes and mockups
- Met with marketing and CEO to plan web content and layout
- Full page buildout with WordPress, site plugins & custom CSS
- I was offered to stay on as an unpaid intern but declined.

CUSTOMER SERVICE CLERK

Houston Public Library (2015-7/2022) | HR 832-393-[REDACTED]

- Performed research to respond to customer inquiries received by mail, telephone, E-mail, and personal contact.
- Troubleshooted workstations, hotspots, and mobile devices, submitting tickets to IT using Wrike.
- Gathered and collected information to generate reports, activity logs, and informational flyers using Microsoft 365 Suite.
- Designed and lead programming for all ages that promoted literacy, science, math, art, health, and technology while meeting YPQI standards, a data driven approach.
- Organized and implemented community outreach

COMMUNITY GARDEN BOARD MEMBER

Beauty's Community Garden (2018-2021) | Philippa 832-541-[REDACTED]
Web content, Community engagement, event and business planning, grant applications, gardening, volunteer and inventory management.

REFERENCES

"I do not believe that you could find a better candidate anywhere. I have no problem giving her my highest recommendation."

Terry L. Hanks

Professor, Computer Information Technology Department

San Jacinto College – South Campus

(281) 998-6150x3502

terry.hanks@sjcd.edu

Letter of Recommendation available upon request

"Overall, Amy is hard-working and persistent with an eye for detail and problem solving. She has my highest recommendation."

Magnolia Vest

Branch Manager (Librarian III)

Houston Public Library

Magnolia.vest@houstontx.gov

Letter of Recommendation available upon request

PASSIONS AND INTERESTS

I am passionate about the potential of AI to create efficient data collection and analysis systems. I am particularly driven to use my skills for positive real-world impact on the natural environment and human quality of life. This passion is motivated by initiatives like Project Guacamaya, which leverages AI for ecological insights about the Amazon Rainforest, saving scientists years of time by streamlining massive amounts of data collection and analysis. I enjoy staying informed about emerging technology and brainstorming its creative applications with my friends and colleagues.

RELEVANT COURSWORK

BACHELLOR OF APPLIED SCIENCE IN IT

Texas A&M University – Central Tx (2022 – 2024)

- Data Communications & Infrastructure
- Database Theory & Practices (Azure, SQL)
- Data Visualization (Tableau)
- Business Statistics
- Strategic Information Systems
- Technical and Business Writing
- Management & Organizational Behavior
- Business Communications
- Programming Logic and Design (Python)
- Ethics in Computing

ASSOCIATES IN WEB APPLICATIONS DEVELOPMENT

San Jacinto College (2020 – 2022)

- Intermediate PC Operating Systems
- Integrated Software Applications I (JavaScript)
- Web Design I (HTML, CSS)
- Fundamentals of Networking Technologies
- Programming Fundamentals I
- Technical and Business Writing
- Information Technology Security
- Intro to Programming (JAVA)

LINKEDIN LEARNING COMPLETED COURSES

Certificates available upon request (2020 – 2023)

- Communication with empathy
- Learning Computer Security and Internet Safety
- Communicating with Confidence
- Leading and Working in Teams