

Xavier Quinn

Buffalo, NY | willing to relocate
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[LinkedIn](#) | [Portfolio](#)

EDUCATION

Data Analytics Accelerator, **Data Career Jumpstart**
Data Analytics Certificate, **Break Into Tech**
Tableau Creator, **Tableau**
SQL: Querying and Managing Data, **Khan Academy**
Business Administration, **Southern New Hampshire University**;
incomplete degree

SUMMARY

Detail-oriented Data Analyst with 2 years of experience, who identified key insights through working on short data projects, using excellent cleaning, visualization, and analysis skills.

SKILLS

SQL ▾ Tableau ▾ Microsoft Excel ▾ Pivot tables ▾ Data visualization ▾ Data analytics ▾ Data modeling ▾ ETL ▾
Communication ▾ Problem-solving ▾

WORK EXAMPLES

- [Through the DoorDash— Excel](#). Used Excel to analyze a 2.2k dataset for marketing insights that will increase the customer base and company revenue. Focused on age range of customers, total amount spent, average amount spent, and average customer use length. Provided marketing insights to further focus future campaigns.
- [Into a Classroom— Tableau](#). Visualized 1.8k dataset from Massachusetts Education analysis to answer inquiries about the state of the school system, how class size affects college admission, the top math schools in the state and the schools that are struggling.
- [World Happiness Report— Tableau](#). Explored correlations between corruption and freedom, and freedom and generosity to offer insights into the happiness factors through data visualization.
- [Customer & Order Analytics— GitHub](#). Executed queries to obtain insights into monthly sales and product data, successfully addressing multiple inquiries and providing valuable business strategies.

EXPERIENCE

Professional Development— *Career Break*, APRIL 2022- PRESENT

- Developed proficient data analytics skills in SQL, Tableau, and Excel in 6 months
- Created 10+ data projects with dashboards and insights in 4 months

Barista— *Simply Fresh by McCaffrey's*, FEBRUARY 2022- APRIL 2022

- Improved customer engagement through preparing and serving beverages to 40 customers a day
- Handled over 400 customer transactions in 7 days promptly and accurately

Store Associate— *Savory Spice*, OCTOBER 2021- FEBRUARY 2022

- Restocked inventory and on floor merchandise of over 50 products to meet weekly demands
- Packed and accurately recorded more than 100 customer orders in the 6 weeks for the holiday delivery season

Employee— *Bucks County River Country*, AUGUST 2021- SEPTEMBER 2021

- Provided exceptional customer service to over 30 customers a day
- Processed 10+ reservations daily and managed the reservations system

Victim Services Advocate/Internship— *New Directions Center*, AUGUST 2020- OCTOBER 2020

- Categorized 100+ organization expenses according to its policies during the 2 month period
- Tracked 50+ monetary and in-kind donations in accounting software during the 2 month internship

Tax Associate— *H&R Block*, DECEMBER 2019 - MARCH 2020

- Prepared financial statements for 5 clients daily according to GAAP and other professional standards
- Maintained branch appointments by scheduling new and returning clients during 60 calls daily