

Anna Lytics

Crivitz, WI 54114

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SUMMARY OF QUALIFICATIONS

- Excellent analytical, problem-solving, and organizational skills
- Strong verbal and written communication skills
- Effectively uses Excel and various other database softwares
- Ability to implement business needs into technology
- Outstanding ability to work in a team environment and handle responsibilities
- Superior presentation skills and report-drafting abilities
- Familiarity with collecting, compiling business data, and drafting reports
- Review business operations/recommend automated solutions to expedite company goals

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

May 2024

Data Analytics, Associate Degree

EXPERIENCE

Data Analyst Intern

January 2024 – Present

ABC Enterprise, Green Bay, WI

- Perform research and provided valuable inputs in data analysis process
- Assist in the development of market research analysis
- Handle responsibilities of master data integration effectively
- Support data gathering and analysis of data
- Participate in data quality control and validation
- Examine user operations inquiries and outline business specifications

Jr. Data Analyst

June 2023 - Present

Smart Consulting Group, Crivitz, WI

- Support planning, designing, and development of business processes
- Provide recommendations to enhance and expedite business activities
- Collect, compile, and interpret business data and drafting reports
- Conduct client meetings to understand integrating business needs into technology
- Develop test procedures, test plans, and test cases for clients
- Collaborate closely with development team to test software releases

Sales Associate

June 2022 – June 2023

Cell-Com, Crivitz, WI

- Supported customers with current and new products and services
- Troubleshooted and answered questions for existing accounts
- Conducted e-business processes, including orders, billing, and payments
- Called prospects, tracked sales activity, and reported progress
- Collaborated with account leaders to drive sales growth