# Jordan Kim

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## Professional Summary

Detail-oriented administrative professional transitioning into data analytics with a strong foundation in reporting, data entry, and operations support. Skilled in Excel, SQL, and Tableau with hands-on project experience in analyzing data for process improvements. Completed IBM Data Analyst Certificate and eager to apply analytical thinking to business decision-making.

## Key Skills

• Data Cleaning & Analysis
• Microsoft Excel (VLOOKUP, Pivot Tables)
• SQL (Beginner to Intermediate)
• Tableau & Data Visualization
• Reporting & Dashboards
• Time Management & Accuracy
• Cross-Department Collaboration

## Certifications

• IBM Data Analyst Professional Certificate – Coursera, 2024

• SQL for Data Analytics – DataCamp, 2023

## Projects

Sales Report Analysis – Capstone Project

- Cleaned and analyzed 10K+ rows of sales data in Excel
- Built Tableau dashboard to highlight monthly revenue trends
- Identified underperforming regions and presented insights to mentors

Operations Task Time Audit

- Analyzed task logs from admin team to improve time efficiency
- Suggested changes that reduced repetitive manual work by 20%
- Used charts to communicate findings to team leads

## Professional Experience

Administrative Assistant

Bright Solutions, Atlanta, GA

June 2018 – Dec 2023

- Maintained and updated internal reports using Excel and Google Sheets
- Tracked invoices, reconciled records, and coordinated internal processes
- Supported data entry and scheduling for cross-functional teams

## Education

Associate Degree in Business Administration, Georgia State University

Graduated: 2017

## Tools & Platforms

Excel · SQL · Tableau · Google Sheets · Trello · Notion