**Jennifer Charity**

**Excel Super Nerd | Data Analyst | Analytics & Manufacturing Processes**

jennifer-charity.com

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**Technical Skills**

* **Excel Specialist – Microsoft Certified:** Complex formulas, dynamic dashboards, data modeling, PivotTables, complex conditional formatting, data visualizations
* **VBA & Automation:** Automating tasks, data manipulation, user-defined functions
* **Data Analytics:** Data quality checks, cleaning, transformation, validation, and visualization
* **Data Tools:** Experience with Python, Tableau, Power Query, Power BI, SQL, and Power Pivot
* **Business Intelligence:** Predictive modeling, statistical analysis, business reporting, and forecasting
* **Digital Tools:** Visio, Power Automate, GitHub, Teams, MS Clipchamp, MS Forms, Synthesia

**Professional Experience**

**Panolam Surface Systems – Auburn, ME (2016 – Present)**

**Data Analyst**

* Build Excel-based models to track consumption, scrap, sales, and service levels (SCOT)
* Conduct ad hoc analysis of datasets and KPIs for senior management
* Create visualizations to support reports and presentations for internal stakeholders
* Develop and document best practices for data handling
* Design and implement dynamic dashboards to visualize key performance metrics
* Continued learning in SQL, Power BI, Python, Tableau, and Power Query

**Data Automation Specialist**

* Automated complex data analysis task for on-time order tracking, resulting in an 80% reduction in daily data processing time
* Designed and led the implementation of a new Stock Purchasing Review process, consolidating disparate data sources and improving data accessibility and accuracy by 30% and reducing processing time by 60% - cutting monthly review time by 120 hours per month
* Automated PO adjustments with VBA and Python, reducing processing time by 20%
* Worked with company Controller and Data Base Administrator to correct a legacy process issue generated by MRP and BOM discrepancies, eliminating the need for a dedicated role of daily manual corrections

**Logistics Category Buyer**

* Manage purchasing and logistics with a focus on cost savings and inventory accuracy
* Conduct yearly cost standard reviews and rollups
* Work with VP of Logistics and Purchasing to track metrics and provide ad hoc reporting
* Forecast long-lead-time inventory using historical data and trends

**Excel and Data Enthusiast (Hobbyist)**

* Active in online communities, AI groups, and self-study forums
* Completed college coursework in Computer Science and business analytics
* Supplemented education with online courses, tutorials, and practical applications
* Attended workshops on data analytics, business intelligence, and automation