

JANE SMITH

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INFORMATION SCIENCE AND TECHNOLOGY GRADUATE

AREAS OF EMPHASIS: DATA STATISTICS & ANALYSIS, DATA MINING & PROGRAMMING

Recent Information Science and Technology Graduate from the University of Arizona seeking an entry-level position as a Business Analyst, Project Manager, or Technical Sales Representative. Successfully completed coursework that taught the fundamentals of data mining and programming, statistics, and data analysis. Additionally, completed a minor in Business that included coursework in Global and Financial Economics and Strategies, Marketing Principles, Financial Accounting, and Health Information Systems. Strong sales skills with a demonstrated ability to build rapport with customers, use consultative-selling techniques, overcome objections, close sales, and provide exceptional customer service. Dedicated and hard-working employee with excellent communication, time management, and problem-solving skills.

AREAS OF EXPERTISE

Data Programming
Information Search and Storage
Coding and Compressing Data

Data Statistics & Analysis
Mining and Aligning Data
Building Strong Relationships

Algorithmic Design & Implementation
Computational Methods
Communication Skills

EDUCATION & CERTIFICATIONS

UNIVERSITY OF ARIZONA, College of Science, Tucson, AZ
Bachelor of Science Degree in Information Science and Technology, 2017
Minor in Business, Eller College of Business

Relevant Coursework

R Programming, Statistics + Data Sets | Programming for Informatics Applications | Python Programming
Healthcare Information Systems | Marketing Principles | Global and Financial Economics and Strategies
Financial Accounting

PROFESSIONAL EXPERIENCE

PUMA, Phoenix and Tucson, AZ

June 2014 – Present

Sales Representative

- Greet customers, answer questions, and provide general customer service.
- Leverage consultative sales techniques to increase sales and achieve established sales targets.
- Identify customer needs, build rapport, and sell a variety of products using consultative sales techniques.
- Overcome objections to make product recommendations using suggestive-selling techniques, and close sales.
- Educate customers on products, offers, promotions, and custom orders programs, provide honest and confident feedback regarding merchandise style and fit.
- Manage inventory information for both the Phoenix and Tucson store locations.

COMMUNITY INVOLVEMENT

ALPHA SIGMA PHI FRATERNITY, Tucson, AZ

August 2013 – December 2015

Risk Manager

- Formulated and revised fraternity risk bylaws
- Worked closely with campus police and university officials.

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, Python Programming, R Programming