

First Name Last Name

City, State | 555-555-1234 | jane.doe@gmail.com | linkedin.com/in/jane-doe | Data Analytics Portfolio

Recent graduate of an intensive Data Analytics program, focused on developing skills in data preparation, processing, and analysis to obtain the Google Data Analytics certificate. X+ years in [insert industry] have led to developed skills in [list transferable skills - e.g. data analytics, data visualization, report generation, project management] with expertise in [insert platform name - e.g. Salesforce, Excel, SPSS, Tableau - if relevant].

RELEVANT SKILLS

Data Analysis | Data Visualization (DataVIZ) | Data Cleansing | SQL | R Programming | RStudio | Spreadsheets | Tableau | Data Collection | Metadata | Data Ethics | Problem Solving & Troubleshooting | Microsoft Office Suite | Google Suite | Slack | [Insert Hard/Soft Skill] | [Insert Hard/Soft Skill] | [Insert Hard/Soft Skill]

DATA ANALYSIS EXPERIENCE

SQL Data Exploration Project [HYPERLINK PROJECT] • Virtual

MM/YYYY

- Cleaned and analyzed a dataset on COVID statistics in Microsoft SQL Server, creating views with subsets of the data to analyze specific variables
- Imported views to Microsoft Excel to clean and format data for use in visualizations
- Created various visuals in Tableau, including bar charts, line graphs, and a map chart to display data conclusions, then compiled them into a dashboard

Data Analytics Capstone Project [HYPERLINK PROJECT] • Google Data Analytics Professional Certificate, Virtual

MM/YYYY

- Imported 12 excel datasheets with millions of entries into R, then used tidyR package to clean the datasets and prepare them for analysis
- Joined all of the datasets together, created subsets of the data, and converted each attribute to the proper data type before performing analysis to find differences between members and casual customers
- Developed visuals using the ggplot2 package to display the analysis results and provide meaningful conclusions for stakeholders to act on

PROFESSIONAL EXPERIENCE

Job Title • Company, City, State

MM/YYYY - MM/YYYY

- FORMULA: [Enter **strong ACTION verb**] [explain the TASK you completed and further describe the ACTIONS you took, including metrics/numbers, adverbs, and descriptive phrases to describe how you did that task] [highlight the RESULT of your efforts – how did your work bring measurable value to the company and/or customer?]
- Managed 10 employees by supervising daily operations, scheduling shifts, and holding weekly staff meetings with strong leadership skills and empathy, resulting in a productive team that collectively won the company's "Most Efficient Department Award" two years in a row

Job Title • Company, City, State

MM/YYYY - MM/YYYY

- FORMULA: [Enter **strong ACTION verb**] [explain the TASK you completed and further describe the ACTIONS you took, including metrics/numbers, adverbs, and descriptive phrases to describe how you did that task] [highlight the RESULT of your efforts – how did your work bring measurable value to the company and/or customer?]

EDUCATION

Merit America • Virtual

MM/YYYY

Google Data Analytics Certificate (Expected OR Obtained MM/YYYY)

- Cultivated skills in the **collection, transformation, organization, and visualization** of data in order to draw conclusions, make predictions, and drive informed decision-making
- Completed **hands-on labs** and a **capstone project** (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios

Other Certification • City, State

MM/YYYY

- [Completed XYZ work focused on XYZ skills]

Higher Education Institution Name (if applicable) • City, State

MM/YYYY

Name of Degree, i.e. Associates (If you did not graduate, put the number of credits you obtained here; i.e. "48 credits")

- Major or Honors/Associated coursework – if relevant; if not relevant, don't include