

Quinton Tolbert

Business Analyst | quintonomor17@gmail.com | [LinkedIn](#)

SUMMARY

Detail-oriented Business/Data Analyst with training in SQL, Tableau, Power BI, and Python. Currently completing the TripleTen Business Analytics program with a focus on data visualization, business intelligence, and analytical problem-solving. Adept at turning complex datasets into clear insights that support strategic decision making.

TECHNICAL SKILLS

SQL | Python | Tableau | Power BI | Microsoft Excel | Google Sheets

TECH PROJECTS

[Product Funnels Project](#)

Sheets Project where we created funnels to analyze

[Analysis Project](#)

Sheets Project showing multiple different analyses

EXPERIENCE

Nashville Record Pressing | Inventory Manager / Quality Assurance | November 2024 - Present

- Manage and track inventory of record center labels to support efficient production workflows.
- Maintain and organize inventory data using Google Sheets, applying functions and structured tracking systems to improve accuracy and accessibility.
- Improved inventory tracking processes by developing structured spreadsheets and data validation methods to reduce errors and maintain organization.
- Coordinate with production teams to ensure materials are available and properly logged for manufacturing runs.
- Support quality assurance processes by verifying materials and identifying inconsistencies before production.

Nordstrom E-Bar | Barista | January 2024 - October 2024

- Delivered high-quality customer-facing service in a fast-paced retail environment while managing multiple orders and priorities.
- Collaborated with team members to maintain efficient workflow and consistent service quality.
- Handled point-of-sale transactions and maintained accuracy during high-volume service periods.
- Developed strong communication and problem-solving skills while assisting a diverse customer base.

Saint Anejo | Server | January 2023 - December 2023

- Provided attentive customer service while managing multiple tables in a high-volume restaurant environment.
- Memorized extensive food and beverage menu details to guide customer selections and answer questions.
- Utilized POS systems to process orders, payments, and coordinate with kitchen staff.
- Worked closely with team members to maintain smooth restaurant operations and positive guest experiences.

EDUCATION

TripleTen | 6-month Business Analyst Program | 2026

Main topics covered: Advanced Spreadsheets, SQL, Cohort Analysis, Data Visualization.

SAE Institute | 1-Year Audio Engineering Program | 2024