



KACIE SCOTT

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SUMMARY

Data & Business Analyst with a diverse background in using data to drive efficiency, inform strategic decisions, and develop learning resources. Proficient in SQL, Tableau, and spreadsheets, with expertise in data organization, cleaning, analysis, visualization, and documentation. Proven ability to work both independently and collaboratively to achieve goals. I bring positive energy, adaptability, diligence, and reliability, eager to make a meaningful impact on any team.

SKILLS

- **Languages:** SQL, PostgreSQL, BigQuery, R Programming
- **Data Analysis:** Excel, Google Sheets, Data Cleaning, HubSpot, Salesforce, Machine Learning and AI
- **Data Visualizations:** Tableau, Canva, Google Slides
- **Banking Skills:** Fraudulent Investigations, High Customer Service Volume, Banking Processes, Kaizens
- **Additional:** Interpersonal Skills, Creative Problem-Solving, Documentation, Public Speaking and Presentations

WORK EXPERIENCE

- Data Analyst for Bellabeat Capstone**, Google Data Analytics **December 2024 - January 2025**
- Prepared and cleaned data using Google Sheets and PostgreSQL (pgAdmin)
 - Conducted in-depth analysis of Fitbit datasets to uncover key insights on user activity and trends
 - Developed visualizations in Tableau to present findings and created presentation through Google Slides
 - Provided actionable recommendations to stakeholders to support data-driven decision-making
- Special Needs Caregiver & Teacher**, The Martinez Family **June 2021 - November 2023**
- Tracked and analyzed therapy progress in OT, PT, and Speech to support data-driven adjustments for the special-needs child
 - Created guides and learning documents to support new hires in processes as well as scheduling
 - Managed medical data by scheduling doctor appointments, medication dosage, g-tube feedings and supply purchases
 - Used data-driven exploration, assessing patterns and handling intense situations with comfort and flexibility
 - Designed and taught Pre-K curriculum, drafted lesson plans, and organized materials
- Deposit Service Specialist III**, Randolph Brooks Federal Credit Union **January 2018 - April 2021**
- Contributed to two Kaizen events focused on reducing technical debt, optimizing operational efficiency, and simplifying banking processes to enhance department workflows
 - Developed structured Excel spreadsheets to manage eDeposits, ATM deposits, mailed deposits, and check adjustments which supported a high customer service call volume
 - Streamlined onboarding process by creating useful training material and learning resources for new hires
 - Mitigated financial risk through investigation of fraudulent checks, documentation of findings and built case files
 - Served as the 2020 United Way Coordinator, promoting charitable initiatives
- Accelerated Pre-k Teacher**, Children’s Lighthouse **August 2015 - May 2017**
- Led, co-taught, and solo-taught classroom sizes of 15-26 students, being adaptable and reliable
 - Gained diverse experience in various businesses: Lilypad, Kiddie Academy, and Rescare (Autism)
 - Developed and taught Pre-k curriculum, earning awards for Most Creative and Best Classroom

EDUCATION

- Bachelor of Fine Arts in Studio Art**, Texas State University **May 2015**
- The Complete SQL Bootcamp**, Certified Udemmy Course **September 2024**
- Getting Started with Artificial Intelligence Trail**, Salesforce Trailblazer **August 2024**

CERTIFICATIONS AND AWARDS

- Google Data Analytics Certified**, 8 Certifications from Coursera **September 2024 - January 2025**
- Salesforce Certified Business Analyst**, Salesforce Platform **June 2024**
- Google AI Essentials Certification**, Coursera **August 2024**
- Girl Scout Gold Award Recipient **May 2010**