

Professional Experience

Excel Expert

Corbin Manufacturing Co., Atlanta, GA | May 2021 – Present

- Coordinate with technical teams to create pivot tables and charts for the automation of a spreadsheet containing pricing and costs for specific materials and items, which resulted in a reduction of over 30 work hours per month
- Create reports on long-term and short-term financial data and business performance, including developing graphs to support forecasting activities
- Analyze and compile data from accounting teams to consolidate reporting processes and create a master spreadsheet

Academic Experience

Academic Projects

University of Atlanta, Atlanta, GA | September 2020 – May 2021

- Executed an academic project to create a budget tracker for college expenses using line graphs and pie charts, which enabled a visual overview of housing costs, tuition, textbook pricing, and miscellaneous expenses
- Completed coursework on statistics, accounting, Tableau dashboards, pivot tables, Vlookups, quantitative analysis, and advanced Excel formulas

Education

Bachelor of Science (B.S.) Accounting

University Of Atlanta, Atlanta, GA | September 2017 - May 2021

Certifications

- Excel Skills for Business Specialization, Coursera, 2021
- Microsoft Office Specialist, Expert Certification, 2021

James
Conrad

123 Your Street,
Atlanta, GA 12345
jamesconrad@example.com
(123) 456-7890

An Excel Expert with entry-level experience, specializing in data analysis, pivot tables, PowerBI, and Tableau. Adept at creating dashboards and conducting complex reporting on financial performance to enhance data-driven decision-making for businesses.

Key Skills

- Microsoft Excel
- Data Analysis
- Vlookups
- Pivot Tables
- Tableau