

Alisha Marquez

123 Your Street, San Diego, CA 12345
alishamarquez@example.com
(123) 456-7890

PROFILE

A Senior Excel Expert with 10+ of experience, specializing in data management, pivot tables, statistical analysis, and COUNTIF formulas. A proven track record of coordinating with cross-functional teams to identify process improvement opportunities and enhance the integrity and efficiency of data reporting for large organizations.

PROFESSIONAL EXPERIENCE

Excel Expert

Clear Energy Inc., Philadelphia, PA | May 2018 – Present

- Manage and track customer appointments and cancellations for energy consultations and export data from the Microsoft Catalyst CRM into the master spreadsheet
- Create pivot tables and COUNTIF formulas in Excel to automate data entry processes, resulting in a reduction of 40 work hours per week and \$100K in annual cost savings
- Support a large scale initiative to provide a visual overview of program data over a five years, including the consolidation of 20+ spreadsheets with over 1K line items

Excel Expert

Alternative Energy Partners, Philadelphia, PA | May 2016 – May 2018

- Performed comprehensive analysis and validation of customer data during export from the Salesforce CRM, created macros and data filters to identify and remove duplicate line items, and created cost accounting spreadsheets for project teams
- Interface cross-functionally with field advisors to standardize data reporting for customer assessments and sales consultations

EDUCATION

Bachelor of Science (B.S.) Business Intelligence

Temple University,
Philadelphia, PA
September 2012 - May 2016

KEY SKILLS

- Microsoft Excel
- Data Management
- COUNTIF Formulas
- Salesforce CRM
- Pivot Tables

CERTIFICATIONS

- Excel Skills for Business Specialization, Coursera, 2016
- Microsoft Office Specialist, Expert Certification, 2016