

# FULL NAME

## CONTACT

**Phone:** 012-345-6789

**Email:** email address

## PROFESSIONAL SUMMARY

Experienced data consultant proficient in extracting actionable insights from intricate datasets to optimise business expansion and operational effectiveness. Skilled in data manipulation, statistical analysis, and data visualisation techniques, leveraging advanced analytics tools to discern trends, patterns, and opportunities. A proven track record of reducing documentation preparation times by 25% by employing data visualisation tools. Demonstrates expertise in utilising data insights to drive strategic decision-making, resulting in tangible enhancements in organisational performance and profitability. Committed to transforming raw data into compelling narratives that drive organisational success. Additionally, adept at ensuring compliance with IQMH and DAP standards through the application of data-driven methodologies.

## EDUCATION

**Honours Bachelor of Science -  
Bio-Medical Science**

***The University of Guelph*** - Guelph, ON

- 3.8 Cumulative GPA - USPORTS Academic All Canadian
- Research Assistant - Animal Biosciences

## CERTIFICATIONS

Google Project Management:  
Professional Certificate, 02/24

## SKILLS

- Data mining
- Data analysis and interpretation
- Statistical analysis
- Critical thinking
- Regulatory research
- Ethical conduct
- Client management
- R statistical computing
- Contract negotiation
- Strategy development
- Change management

## WORK HISTORY

**Corporate Legal Assistant**, 05/2023 to 12/2023

***Home Hardware Stores Limited*** - St. Jacobs, ON

- Decreased documentation preparation times by 25% through utilising data visualisation tools to present findings and insights to legal teams and stakeholders.
- Reduced misalignment between client needs and service provided through the analysis of contracts and agreements to identify potential risks, errors and liabilities
- Simultaneously supported business expansion and increased visibility of initiatives through facilitating stakeholder alignment meetings surrounding procurement, store conversions and transaction closures amongst cross-functional business development teams
- Reduced stakeholder meetings between Corporate Finance and Retail Operations personnel surrounding new shareholder and asset purchase transactions by 60% per week through the creation of a clearly documented approval process and monthly KPIs system within Excel in Microsoft Teams as performance benchmarks
- Ensured adherence to the regulations of the Corporate Governance Committee by performing comprehensive data analysis and research to inform the creation of legal opinion publications and mandates
- Employed analytical skills to exercise discretion and precision in categorising and redacting confidential information within legal documents, tailoring the approach to the specific needs of each case.
- Demonstrated exceptional multitasking and organisational abilities by efficiently providing administrative support by adeptly monitoring and managing multiple email inboxes, promptly handling correspondence, and implementing precise filing and storage procedures to ensure seamless accessibility of information
- Ensured consistent client satisfaction through nurturing and maintained client relationships through proactive and attentive communication
- Extracted profound legal insights and improved the decision-making process by performing meticulous data analysis and documenting research outcomes

**Business Development Representative & Laboratory Technician**, 02/2021 to 10/2022

***Epitome Genetics, Biotechnology Start-Up* - Kitchener, ON**

- Improved laboratory adherence to industry standards and increased operational efficiency by implementing outcomes of the research surrounding provincial regulatory guidelines
- Obtained IQMH and DAP adherence by utilising data-driven methodologies to conduct rigorous gap analysis of internal operating procedures which enabled the identification of areas of improvement
- Elevated client satisfaction and reduced errors by streamlining the process of registering biological samples by spearheading the strategic development of an optimised laboratory information management system
- Successfully delivered outstanding results and maintained growth by consistently outperforming both monthly and annual targets for pipeline, orders, and sales, exceeding strategic objectives, unit sales mix targets, and profit goals
- Ensured the precise targeting and effective audience engagement by leading the execution of a social media campaign involving market analysis and audience research in collaboration with the VP of Business Development
- Effectively managed high volumes of client communications via phone and email, encompassing relationship building, service execution, retro adjustments, and audits
- Successfully delivered outstanding results and maintained growth by consistently outperforming monthly targets of \$50,000 in revenue for pipeline, orders, and sales, exceeding strategic objectives, unit sales mix targets, and profit goals
- Effectively managed supply and pricing logistics within localised supply chains, exemplified by fostering strong relationships with key partners such as Seegene Canada and Uline

**Medical Laboratory Assistant, 10/2020 to 05/2021**

***Grand River Hospital* - Kitchener, ON**

- Improved the overall product offering by conducting a comprehensive gap analysis through market research to identify areas within the company's portfolio where medicinal products could be enhanced or expanded
- Efficiently managed over 500 COVID-19 samples by performing data extraction techniques to retrieve confidential patient demographics from Cerner Power Chart and Cerner Department Order Entry Systems
- Fostered a data-centric approach by implementing daily quality control checks and developed detailed protocols to uphold data accuracy and integrity