**Kimberly Higdon**

Alabama | (256)998-3567 | kimberlyhigdon01@gmail.com | https://www.kimberly-higdon.com/

Experienced Data Analyst with 2+ years in Space and Aeronautics Contracts. I have developed skills in database management, document creation and management, data analytics, data visualization, report generation, and negotiation with the proficiency in Oracle, Excel, RStudio, Tableau.

# RELEVANT SKILLS

Data Analysis • Data Visualization • Data Cleansing • SQL

R Programming • RStudio • Spreadsheets • Tableau • Data Collection

Metadata • Data Ethics • Python 3 • PowerBI

Cascading Style Sheets • Git • Search Engine Optimization

# EDUCATION

# Merit America | Google Data Analytics Certificate 08/2022

* Cultivated skills in the **collection**, **transformation**, and **organization** of data in order to draw conclusions, make predictions, and drive informed decision-making
* Completed **hands-on** **labs** and a **capstone project** (case study) to master the art and science of asking questions, preparing, processing, analyzing, visualizing, and acting on data as encountered in real-world scenarios

**Troy University, Troy Alabama** **06/2020 Major History/ Minor Business 72 Credit Hours**

# Bellarmine University, Louisville Kentucky 05/2011 Major Biology 65 Credit Hours

# PROFESSIONAL EXPERIENCE

**EDI Analyst | Release Analyst •** *Sanoh America, Scottsboro, AL* **(10/2022- Present)**

* Process incoming data from EDI system into PLEX to facilitate production in timely manner.
* Maintained and grew multiple database systems for production and financial duties using Excel skills, R, and SQL programs.
* Acted as customer liaison to maintain high level of customer satisfaction and timely problem resolutions.

# Contract Coordination Admin. | Records Admin. • *Sanmina/SCI, Huntsville, AL* (09/2020) - 10/2022)

* Streamlined and innovated the document approval and verification processes through efficient team communication
* Oversaw document creation from conception to initiation
* Executed administrative and technical support within contracts and administrative departments.
* Maintained cost and logistical records in Excel spreadsheet format.
* Coordinate with accounts payable, accounts receivable, and customers to resolve invoicing discrepancies

**Accounts Payable •** *Randstad, Huntsville, AL*  **(08/2019) - (05/2020)**

* Facilitated problem resolution related to issues in billing and client accounts
* Organized communication between clients and financial departments
* Performed data entry and corrections for multi company accounts

# Telemetry Monitoring Technician • *Crestwood Hospital, Huntsville, AL* (10/2018) - (08/2019) • Trained in interpretation of cardiac rhythms

* Vast experience in communication with other members of staff and patients
* Trained in equipment maintenance and use
* Able to maintain consistent work in fast paced environment and adapt to changing circumstances

# Patient Scheduling Representative • *Tennessee Valley Pain Consultants, Huntsville, AL* (09/2017) - (10/2018)

* Highly experienced in managing scheduling software to maintain patient and healthcare providers' schedules.
* Used interpersonal relationships daily to maintain open communication to ensure quality patient care.
* Used communication skills daily with a large patient population to answer questions and direct patients to the correct department.

# COMMUNICATION

* Lead presentations on historical research for young academics and professionals in areas of Crusades Era Europe and WWII politics
* Contributed data and analytical research to corporate management regarding the cardiovascular functions and patient outcomes
* Routinely led instruction and continuing education to medical scholars entering the healthcare industry

# LEADERSHIP

* Crestwood Hospital Telemetry Senior Educator 2019
* N.A.S.H. Chief Data Administrator 2016-2017