Skills

**• Excel & Power Query**

Experienced in advanced Excel operations, complex data sheets, and automation.

**• Power BI for Dashboarding**  
This is exactly the type of work I’m aiming to do. I’ve completed Microsoft’s Power BI certification coursework and am eager to apply my skills.

**• ETL (Extract, Transform, Load)**  
This is a common process used in Power BI and similar tools. It refers to pulling data from various sources, cleaning and organizing it, and loading it into a system for analysis. This prepares the data for real-time, interactive dashboards and business insights.

**• Data Modeling and Relational Databases**  
Power BI supports extensive data modeling by connecting related datasets—like linking customer info with sales history—for deeper analysis. I have hands-on relational database experience both through my use of Salesforce and Power BI coursework.

**• Dashboards**  
These can be created and accessed using Power BI, (or CRM tools like Salesforce, which I’ve used). Dashboards are clusters of visual reports that help teams quickly understand trends, performance, and key metrics.

**• API Integrations, REST, JSON, etc**  
An API (Application Programming Interface) allows different systems to communicate automatically in the background. I understand how APIs work and can configure software to connect with other systems. I can also work directly with the technical side to complete configurations as needed.

**• SSAS (SQL Server Analysis Services)**  
I’m familiar with SQL but haven’t worked directly with SSAS. It’s one of Microsoft’s tools that allows advanced data analysis by querying multiple databases at once.

**• Visual Studio**  
I haven’t used Visual Studio, which is a development tool used to write and publish code. I’m open to learning new software packages or reporting tools as needed for the role.

**• Agile Project Environments**  
At Schneider Electric, I was part of a team working on data conversion projects. I managed project tasks, handled versioning manually for Excel-based app development, delivered video presentations, and recommended new features. I also built an Excel tool to help manage the project timeline.

**• Familiarity with Cloud Platforms (Azure, AWS)**

While I haven’t worked hands-on with cloud platforms like Azure or AWS, I understand their role as secure, scalable environments for storing and managing data. They allow companies to centralize their data and access it efficiently to support real-time reporting or other operations.

**• Bachelor’s Degree in Computer Science**  
While I don’t hold a traditional computer science degree, I earned a diploma from a trade school where I studied microprocessors and hands-on computer hardware. My first major programming project involved building an online retail store, shopping cart, and product database using Perl and HTML.

**• Communication and Collaboration**  
As a graphic designer, I’ve worked closely with clients across various industries and coordinated with suppliers to ensure seamless project execution. At Schneider Electric, I collaborated with different departments during a system migration to SAP—a platform used to manage large-scale operations such as manufacturing and warehousing.

**• SharePoint**

Though I’ve not used SharePoint, I have experience with related platforms and technologies, including web development, WordPress CMS, WHM + cPanel and Interworx hosting, as well as front- and back-end coding. I'm an active Office 365 user and comfortable learning and adapting to new toolsets

**• Oracle, Tableau, and other Business Intelligence tools.**

I’m skilled in Power BI and Salesforce CRM. Power BI might be seen as more advanced and feature-rich than Tableau, which emphasizes simpler visual reporting. While I haven’t used Oracle directly—Salesforce.com’s core backend—I do have experience working with databases, datasets, and reports.

**• Python or SQL**I have some familiarity with SQL, as well as PHP and JavaScript. However, aside from coding directly in Excel, the only data processing language I have extensive experience with is Perl, which isn’t commonly used today. I'm certainly open to learning Python or strengthening my SQL skills—both certifications are on my to-do list.

Let me know if you'd like more details on any of these. I’m excited about the opportunity and confident I can bring value to the team, even as I continue growing in some areas.

Matthew Shockey

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