

# KELLY SCOTT

(413) 222-4949 • [Linkedin.com/in/kelly-scott](https://www.linkedin.com/in/kelly-scott) • [kscott@umass.edu](mailto:kscott@umass.edu)

## PROFILE

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Master's-prepared professional with experience in project and account management, financial and accounting statement analysis and reporting, database management and enterprise planning. Apply critical and analytical thinking to solve problems and identify solutions while embracing challenges as opportunities to improve and optimize systems and processes. Committed to customer-centric service, lend strong interpersonal communication and relationship management skills to advance initiatives and achieve mutually beneficial, positive outcomes for both clients and the organization.

## EDUCATION

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### University of Massachusetts Amherst Isenberg School of Management

*Master of Science in Business Analytics*

Candidate, December 20XX

- *Business Foundations Track*; GPA: 3.91
- Relevant coursework: Data Management for Business Leaders; Business Intelligence & Analytics; Business Application Development; Project Management; Marketing Strategy; Leadership & Organizational Behavior; Financial Management

### College of Public Health & Health Sciences

*Bachelor of Science in Biology*

May 20XX

## PROJECT EXPERIENCE

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### Financial & Managerial Accounting: Business Report of HMC Performance Analytics

- Conducted performance analysis of motor corporation using Tableau and Excel to provide recommendations of where company should allocate resources to maximize market performance and revenue
- Completed financial and operational analysis to accurately forecast and where company would lose revenue and provided recommendations to identify growing markets and hotspots in which to focus

### Revenue Management: Case Study of Financial Impact of Bidding

- Organized block bookings of new clients to ensure sufficient room for convention bid and prevention of revenue loss
- Conducted environmental and risk analysis of management concerns and forecasted revenue in event bid was not accepted
- Produced effective responses, solutions, strategies, and recommendations to obtain cross-departmental buy-in

### Project Management: Case Study Analysis & Commentary on Project Strategies Implemented by Team

- Identified errors and wins within management, communication, and organization of CAA development of robotic arm
- Recommended organizational strategies and SWOT analysis to improve efficiency, accuracy, and quality of product in development, and implementation of work-structure break down via MS Project to outline timelines and deliverables

### Power Spreadsheets: Business Report on Financial Impact of West Nile Virus in California

- Conducted research with team on impact WNV had on various demographics and populations from 2008-2022
- Processed and analyzed data within MS Excel and SAP to identify counties and populations most impacted, and factors closely correlated with highest rates; used Tableau to visually compare geography and demographic hot spots

## EMPLOYMENT

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### Partners in Health, Commonwealth of Massachusetts

Boston, MA

*Public Health Coordinator*

August 20XX-May 20XX

- Carried out initial case investigations for individuals who tested positive with SARS-19 Coronavirus; triaged and coordinated next steps of care for individuals using Salesforce, AWS, and MS Outlook/OneNote

## TECHNICAL PROFICIENCY & CERTIFICATIONS

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Proficient in DBMS, SQL, Tableau, Python, R and R Studio, VBA for Excel, MS Advanced Excel with Power BI, Apple Swift, SAP Business Objects Analysis, SAP Predictive Analytics, Supervised & Unsupervised Machine Learning, MS Project, Harvard Business Publishing: Project Management Simulator, MS Word, PowerPoint & Access

*Python*: Programming Fundamentals (Iteration, Conditioning, Functions), Libraries (NumPy, Pandas, Matplotlib, Seaborn, Statsmodels, scikit-learn), Jupyter/Colab Notebooks

*Other*: Storytelling & Visualization, Data Mining, Text Mining

*Certifications*: MS Office Specialist, Excel Associate