

## PROFESSIONAL EXPERIENCE

### Colorado Access (Through Aerotek)

 Aurora, US

#### Compliance (Temporary)

 Jun '19 - Jul '19

*Caring for you and your health*

**Environment:** Laptop, Computer, Microsoft Excel & Word, Google Chrome, Outlook  
**Responsibilities:**

- Create a spreadsheet that tracks all of the custody documents we've reviewed: enter name, date, and our decision.
- This will involve sorting through email to find the documents then reading the emails and the document to get the needed information.
- Update the tracking for hotline calls (same process as above)
- Sending out P&Ps reminding people they need to be reviewed Primarily entered and interpreted the data
- Compared the data

### Aurora Police Department

 Aurora, US

#### Public Safety Communications Trainee

 Feb '18 - Jun '18

*To make Aurora safer everyday*

**Environment :** CAD, Phones

**Responsibilities:**

- Learned basic services and activities of a municipal public safety communications and dispatch program
- Keeps track of a wide variety of public safety responders, resources, personnel, incidents and trends
- Performs inquiries and criminal history checks for law enforcement personnel through National Crime Information Center (NCIC)
- Collects statistical data and compiles data for reports/ updates and assures the accuracy of database
- Receives, screens, and takes appropriate action on all emergency service calls including 911 calls from the public requesting law enforcement, fire, and EMS
- Determines nature and location of emergency, determines priority, dispatches emergency responders/units as necessary in accordance with established department policies and procedures
- Relays pertinent information to law enforcement and emergency services officers in a concise, organized and understandable manner
- Enters emergency assistance calls into the computer aided dispatch (CAD) logs
- Inputs information into the NCJIS & NCIC computer system, enters data for records and reports, processes forms and record files
- Queries system databases as requested, maintains records and files according to established standards

### Walgreens

 Centennial, US

#### Pharmacy Technician

 May '16 - Oct '16

*At the corner of happy & healthy*

**Environment :** Customers, Typing prescriptions, answering phone calls & Inventory

**Responsibilities:**

- Accepting Prescriptions



**Amreen**

## Certified Tableau Desktop Qualified Associate

 720-325-8301

 amreenshaik.0207@gmail.com

 Aurora, US

## SUMMARY

I always thought that I was going to be a Public health professional. It seemed like an appropriate dream given my BA in Public Health. Then I realized my passion for data. And that's when I decided to watch a tutorial video on Tableau. Since then, I can't get enough. Tableau incorporates creativity, analysis and problem solving with data. I love to visualize and analyze the data and make it look visually appealing. It's oddly satisfying.

My specialties include quickly learning new skills and problem solving. First, I learned Tableau by watching the tutorials then I wanted to learn more about Tableau. So, I took a class on Tableau and got certified. I'm still enthusiastically grabbing onto opportunities to further improve my skills in the field of data so that I can integrate into the data part inside my head. While I studied Tableau I have learnt that a skilled analyst needs to interpret user requirements to deliver user-friendly reports. And extract and combining the data from multiple sources to come up with KPI's which have a direct impact on the bottom line of the organization. Coordinates with multiple stakeholders to drive excellence in every project & deliver outstanding results. These are the skills and knowledge I have acquired while I

- Processing Insurance Claims
- Processing Prescriptions
- Managed inventory and stocked shelves
- Finalize transactions on the cash register
- Answer customer inquiries and handle customer complaints
- Answer phones

## Rite Aid

 Aurora, US

 **Cashier**

 Sep '15 - May '16

*Rite Aid has a personal interest in your health and wellness*

*Environment: Customers, answering phone calls & Inventory*

### Responsibilities:

- Managed inventory and stocked shelves
- Finalize transactions on the cash register
- Answer customer inquiries and handle customer complaints
- Answer phones

## Sunrise Senior Living

 Greenwood Vil

 **Care Manager**

 Nov '13 - Nov '14

*Sunrise Senior Living is passionate about serving the needs of seniors*

*Environment: Customers, answering phone calls & Inventory*

### Responsibilities:

- Helped the residents with their daily activities such as getting them up in the morning and putting them back in bed during night time
- Transporting resident for meals
- Serving the residents
- Encourage them to go to activities
- Attend call light as needed when requested
- Assist visiting family members of residents as needed

## INTERNSHIPS

### Food & Water Watch

 Aurora, US

 **Fall Intern**

 Aug '13 - Dec '13

- Campaigned to stop the usage of anti-biotics in animals.

## EDUCATION

### University of Colorado Denver

 Denver, US

 **BA in Public Health**

 Aug '09 - Jul '15

### Eaglecrest High School

 Centennial, US

studied Tableau and I am on a continual journey to expand my knowledge and learn new skills.

## KEY SKILLS

- Requirement Gathering • Business Intelligence • Dashboard Creation
- Data Analysis • Data Flow Modeling • Data Visualization • Data Wrangling
- Data Extraction • Data Wrangling • Data Blending & Transformation • Charting

## TECHNICAL SKILLS

- **BI Tools:** Tableau Desktop, MS Excel
- **Databases:** MS Access, MS Word, Excel & Power Point
- **Operating Systems:** Windows 2007/ XP/ 10

## CERTIFICATIONS

- **Tableau Desktop Qualified Associate | Edureka | '19**

- Excellent Scholarship with a 3.74-4.0 G.P.A. For the 2005-2006 Fall Semester
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## CERTIFICATIONS

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- **Super Citizenship Award May 2002**
- **Science Fair Achievement Award April 2003**
- **Gold Honor Roll Feb 2004**
- Excellent Scholarship with a 3.74-4.0 G.P.A. For the 2005-2006 Fall Semester
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- Excellent Scholarship with a 3.74-4.0 G.P.A. For the 2008-2009 Fall Semester
- **Certified Emergency Police Dispatcher March 2018**
- **Certified Emergency Fire Dispatcher March 2018**
- **Certified Emergency Medical Dispatcher March 2018**
- **Certificate of Completion March 2018**
- **Data Visualization using Tableau 10 Certification | Edureka | September 2019**  
Tableau Desktop Qualified Associate