

Rachel Hayes

Data Analysis and Customer Service

Erie, CO 80516

tslrachelhayes@gmail.com

949-702-7251

I've worked for a small company for a long time, and worn a variety of hats. My strengths are in Excel, Access and overall data analysis. I've also worked in logistics, and continue to work with logistics professionals in my current position. I'm adaptable, motivated and detail-oriented.

Authorized to work in the US for any employer

Work Experience

Data Analyst

Transport Solutions, Long Beach

2007 to Present

- Build and maintain databases
- Process and simplify data of various types
- Develop and deliver reporting and proposals
- Provide feedback and solutions to clients
- Interface and coordinate with clients and vendors

Research Analyst (Temp)

Sole Source Technology

May 2017 to August 2017

- Collect research data to develop online configurator
- Analysis and reporting

Account Manager

Freight Payment - Transport Solutions

2002 to 2007

- Provide Reporting and invoicing to clients
- Maintain client databases
- Resolve various data issues

Executive Assistant

Transport Solutions, Long Beach

1997 to 2002

- Organizational support
- Customer service support
- Accounting support
- IT Support

Education

High School

Wilson HS - Long Beach, CA

Skills

- Excel
- access
- MS Office
- Powerpoint
- Microsoft Office
- IT Support
- Microsoft Access
- SQL
- Technical Support
- Data Analysis

Additional Information

Skilled and dedicated employee, with over twenty years' experience. Several years at one small company - thereby accustomed to wearing many different hats, building relationships and assuming varied responsibilities. Extremely diverse skill set and ability to adapt to changing environments. Adept in MS Office, including PowerPoint and Access. Seasoned traveler, willing to travel if necessary.