

Joey Kiesau

Business Owner | Data Analyst | Office Admin | Developer

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EDUCATION

Bachelor of Science In Information Science and Technology UW - Milwaukee | Sept. 2018 -May 2022

Highly motivated individual adept at thriving in both independent and collaborative settings. Skilled in Excel automation, data visualization. Seeking positions related to data analysis, business analysis, and administration within dynamic work environments, that fosters personal and professional growth.

RELEVANT COLLEGE COURSES

- Data analysis and visualization | Database info Retrieval systems | Human Factors-Info Seeking/Usage | Introduction to system Analysis | Web App Development

TECH SKILLS

- **Data Processing:** Microsoft Excel | Microsoft Word | Google docs | Google Sheets | ADP HRIIPORTAL
- **Data Analysis and Excel:** VLOOKUP | INDEX-MATCH | Pivot Tables | Power Query | VBA scripting for data automation and optimization | Creating charts and graphs in Excel | Data Cleaning
- **Programming Languages:** MySQL/SQL | DBMS | HTML | CSS | C#/.NET | Python
- **Tech Support:** PDQ Deploy | AD | Spiceworks | Troubleshooting
- **Media/Marketing/Optimization:** Search Engine Optimization (SEO) | Google Analytics | Google Search Engine | Keyword Optimization | Social Media Marketing
- **Interpersonal:** Great Work Ethic | Leader | Problem Solver | Excellent Written and Verbal Communication Skills

EXPERIENCE

Business Owner | Evolve2Innovate | Remote | Oct. 2023 - Current

- Design/Develop websites using a combination of HTML, CSS, and JavaScript.
- Collaborate/communicate with businesses to deliver comprehensive web solutions, that include development, SEO, and web hosting.
- Leverage advanced analytics tools, including Google Analytics and Google Search, to conduct in-depth website optimization, to improve search engine rankings.
- Implement enhancements to website structure and ensured mobile-friendliness, resulting in a measurable improvement in search engine performance and user experience.
- Conduct ongoing research analysis into modern digital marketing trends to enhance client engagement and drive business growth.

Office Admin/HR Assistant (CONTRACT) | Reynolds Consumer Products | Appleton, WI | Feb. 2024 - May 2024

- Handle various office administrative duties, including organization, documentation, data entry, filing, and scheduling meetings.
- Utilize advanced functions such as VLOOKUP, INDEX-MATCH, and pivot tables for data analysis and reporting.
- Programmed on Excel using Visual Basic for Applications (VBA) to automate tasks and enhance productivity.
- Assist the head HR personnel with diverse projects related to ADP (ADP HRIIPORTAL) data management, organization, and data entry.
- Design and manage the company's SharePoint site, organizing grouping and permission systems for accessibility and security.
- Create dynamic spreadsheets for tracking employee data.
- Fulfill orders for the company store, ensuring efficient operations and timely delivery.

Application Developer | UPS | Remote | Sep. 2022 - May 2023

- Collaborated on a development team for a C#/.NET-based web service app, focusing on calculating and modifying shipping rates based on predefined rules and criteria.
- Actively managed and implemented numerous user stories, involving code creation, editing, Data analysis, and management across various applications.
- Engaged in an Agile development environment, contributing to stages like development, debugging, version control, and build management.
- Developed and updated unit test cases to ensure comprehensive coverage of new rules within the application.
- Enhanced system monitoring by updating Istio timeout counts in Grafana and implemented an alert system in Microsoft Teams for critical events.

Administrative Assistant | University Wisconsin Resident Life Office | Milwaukee, WI | May 2020 - Oct. 2021

- Utilized Microsoft Office Suite, particularly SharePoint, Excel, and Word, for comprehensive data analysis and management. Created and maintained detailed spreadsheets, ensuring accurate representation of data from various behavioral cases reported by the Security team.
- Actively engaged in processing and analyzing security team reports, transforming raw data into coherent information for administrative use. Demonstrated meticulous attention to detail in data entry tasks, ensuring accuracy and efficiency.
- Facilitated effective communication and collaboration through diverse channels, including email, phone calls, and in-person meetings.