**Sherrie Taylor  
Oregon, Illinois 61061  
815-761-0520 | sherrietaylorreadytowork@gmail.com | https://www.linkedin.com/in/sherriejtaylor**

**January 17, 2024**

**Dear ClustrMaps Team:**

I am extremely interested in the position of Data Analyst. I have extensive experience of managing multiple research projects with the primary purpose of assisting education decision-makers with the proper solution. Much of that work utilized public data sets and I would be thrilled to be putting that experience to work with your team.

Working at Northern Illinois University, one of the many hats I wore was as the Interim Lead of the Illinois State Data Center. I was trained and attended numerous workshops on how to utilize the Census Bureau data, while also learning about how to link in other federal and state datasets. My primary role was to field email and phone requests on how to use/access the Census data. I have years of experience using geographic information systems to help spatially visualize the data and have familiarity with linking the spatial data with tabular data.

I managed a team of graduate students to create dashboards showcasing key performance indicators and phenomena and wrote demographic analyses in the form of environmental scans for community colleges. I have presented at many conferences/events, taught workshops, and created online tutorials on how to conduct various tasks with governmental data.

I have a Master’s degree in Public Administration and am currently pursuing a Master’s in Data Analytics to conclude in summer 2024 learning the current tools and methods available to be aware of trends and work with disparate data sources. For the last four years I have successfully worked remotely using a wide range of online meeting tools along with meeting budgets and timelines.

I would enjoy a conversation with you to determine how my skills, experience and expertise would benefit ClustrMaps. I do not anticipate any issue with making the transition to the software/platforms that you utilize as I have used similar technologies.

Thank you for your consideration.

Sincerely,

A close-up of a signature

Description automatically generated

|  |  |
| --- | --- |
| Sherrie J. Taylor | [sherrietaylorreadytowork@gmail.com](mailto:sherrietaylorreadytowork@gmail.com) • 815-761-0520  <https://www.linkedin.com/in/sherriejtaylor/>  City of Oregon, Illinois |

Strategic Business Analyst

**Highly analytical data visualization analyst with a distinguished career in driving business growth through insightful data analysis, innovative problem-solving, and strategic planning.**

Experienced data specialist adept at identifying inefficiencies, generating solutions, and facilitating operational improvements. Instrumental in creating, modifying, and maintaining dashboards and workflows using various report writing tools. Applied Demographer with proficiency in identifying areas of potential business risks, communicating to appropriate leaders, and providing actionable recommendations for necessary changes on varying projects and processes. Expertise in translating complex data into meaningful insights, navigating market trends, and implementing strategic initiatives to capitalize on emerging opportunities.

Areas of Excellence

|  |  |  |
| --- | --- | --- |
| * Data Analysis * Strategic Planning & Execution * Business Process Optimization * Report Writing | * Stakeholder Management * Financial Analysis & Modeling * Data-driven Decision Making * Geographic Information Systems | * Project Documentation * Technology Integration * Team Leadership & Mentoring * Problem-Solving Ingenuity |

Technical Proficiencies

|  |  |
| --- | --- |
| Tech Stake: | MS Office Suite (Word, Excel, Access, PowerPoint, Outlook, OneNote, Publisher), ESRI GIS products (ModelBuilder, ArcGIS, ArcOnline, Business Analyst, Network Analyst, Address Locators), Dreamweaver, Fireworks, Adobe Pro, Google Earth with GIS |
| Tools & Languages: | StoryMaps, ArcGIS Developer, Spatial Analyst, SAS, QGIS, Visual Studio, HighCharts, Photoshop, HTML, CSS, Leaflet, NetSuite, Snowflake, Google BigQuery, PowerBI, MS SQL Server Queries, Tableau, Python, and SPSS |
| Presentation/Dashboard Tools/Project Management | Screencast-O-Matic, Jing, QuickTime, SAS Viya, RapidMiner, Trello, Slack, GoToMeeting, Microsoft Teams, Zoom, and Jira |

Career Experience

Black Rifle Coffee Company – Remote February 2021 – November 2023

Business Analyst in IT

Streamline inventory management processes to improve efficiency and reduce backlog of orders. Conduct data analysis to identify and optimize the shipping territory for in-house warehouse, resulting in improved delivery times and cost savings. Successfully manage contracts with new vendors, ensuring seamless integration and on-time delivery of products.

* Led a project to implement new software for inventory management, resulting in increased accuracy and streamlined operations. Cleared a backlog of thousands of orders by identifying issues causing errors in NetSuite.
* Collaborated with cross-functional teams to develop and implement inventory control strategies, resulting in reduced costs and improved customer satisfaction.

Northern Illinois University – DeKalb, IL and 2 years remote April 2001 – December 2020

Senior Research Associate, Center for Governmental Studies

Optimized team operations by implementing improved communication and collaboration processes, resulting in more efficient project execution. Managed project budgets and resources effectively, ensuring projects were completed within budget and on schedule. Participated in professional development opportunities to stay updated on industry trends and best practices, enhancing overall team performance. Negotiated contracts with external clients, resulting in increased funding and financial sustainability for the team. Conducted regular performance evaluations and provided constructive feedback to team members.

* Drove overall public service projects for internal and external clients while delivering 35% of time and personalized efforts.
* Recruited a team of experienced computer programmers to design the dashboards and manage the database infrastructure for scalability while delivering effective guidance and training.
* Developed and maintained strong relationships with key stakeholders, including external clients, to enhance collaboration and ensure client satisfaction.
* Established a wide network of local governments (primarily data users and leaders) to broadcast updates from the Census Bureau on Covid 19 impacts during the Census 2020 data collection cycle with a focus on promoting usage of Census data.

Key Projects

* *Order Fulfillment Control:*
* Executed accurate completion of problematic orders post-shipment — approximately 200 orders daily.
* Oversaw the enlistment of supplementary resources as required, ensuring all orders are concluded prior to the finalization of monthly financial reporting. Utilized vast data for pinpointing error sources for integral problem resolution.
* *Shipping territory analysis, San Antonio, Texas region:*
* Generated visually appealing and informative maps highlighting population density and roadway systems.
* Designed maps showcasing the locations of existing customers.
* Developed maps illustrating the current shipping territory and potential future scenarios.
* *Illinois 60 by 25 Dashboard Web Site, PI, for the Illinois Student Assistance Commission:*

*[http://dashboard.60by25.org]*

* Led a team of up to six web programming, design, and data specialists on a semester basis.
* Transformed and organized a minimum of 10 datasets per month into SQL format.
* Facilitated monthly meetings with users to address issues, analyze problems, and develop effective solutions. Provided updates on data and spatial analysis while ensuring timely delivery.
* Tracked the progress of all tasks through a project management system daily.
* *Enterprise Zone Data Web Site for by the Illinois Department of Commerce and Economic Opportunity: [http://www.enterprisezonesillinois.com]*
* Developed a robust web platform enabling seamless data collection for enterprise zone applications in Illinois utilizing LODES Census tract commuter data identified by users.
* Effectively led a team in programming the online application, assigning tasks, ensuring timely completion, and managing project documentation within budgetary constraints.
* Acquired, cleaned, and organized data, produced insightful maps and data visualizations.
* Educated industry professionals through annual conference presentations highlighting the application's utilization.
* Meticulously tracked and evaluated project advancement through daily utilization of project management systems.
* *State Data Center Network, Illinois Interim Lead:*
* Organized workshops and delivered presentations on Census tools.
* BETA test new products publishing Census data and TIGER (GIS) files.
* Led grassroots effort in Illinois for the 2020 Census.
* *Illinois Community College Board System:*
* Revamped graphic boundaries for improved accuracy for 53 districts.
* Worked with counties to obtain proper data to pull all true boundaries together based upon tax records using GIS.
* *Environmental Scans, PI, Community College*:
* Generated an average of four data reports annually by analyzing and interpreting demographic, geographic, economic, education, health, and social trends external to the organization.
* Delivered engaging technical presentations to diverse audiences, catering to their varying levels of expertise, effectively communicating the data story.
* Created visually appealing and interactive data dashboards, incorporating custom features like maps and additional datasets as per client requirements.

Education & Certifications

Northern Illinois University

Master’s degree in Data Analytics (anticipated 2024)

Certificate of Graduate Study in Geographic Information Analysis (2008)

Master’s degree in Public Administration (2002)

Bachelor of Science in Political Science (1999)

Minor in Applied Statistics (1999)

Volunteering

Member of the daughters of the American Revolution – assist with Wreath ceremonies and other programs honoring veterans and Native Indians [2020-present].

Serving on the Illinois Extension Office at the University of Illinois Community and Economic Development Subcommittee to recommend new programming for children [2020-present].

Serving on the Institutional Research Board for Highland Community College for non-exempt research projects [2019-present].

Secretary for the Illinois Association of Institutional Research [2021] and served on the Steering Committee in various positions [2016-2022].

Professional Affiliations

Illinois Association of Institutional Research (IAIR) 2014-2021

Society for College and University Planning 2016 - 2021

Illinois Geographic Information Systems Association (ILGISA) 2007 - 2019