

REBECCA DEVINCENTIS

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SUMMARY

Excellent understanding and proficiency of platforms for effective data analyses, including SQL, spreadsheets, Tableau, and R. Strong communication, organizational, and analytical skills. Recently completed the Google Data Analytics Certificate- a rigorous, hands-on program that covers the entire scope of data analysis process.

SKILLS

Programming: Python, SQL, R, Javascript,HTML5

Tools: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Quickbooks, Google BigQuery, Git, Tableau, Jupyter, Pandas

PROFESSIONAL EXPERIENCE

Marblelife of Southeast Florida

Bookkeeper

August 2022 – Present

- Manage accounts payable and receivable, including processing invoices, issuing checks, and reconciling bank statements.
- Process payroll and maintain accurate employee records, including taxes, benefits, and deductions.
- Create and maintain spreadsheets and reports to track financial data and provide insights to management.
- Managed phone calls and greeted customers.

PeopleMakeUs

Recruiter

March 2021 – August 2021

- Identified potential new job candidates and job talent based on established recruitment guidelines.
- Screened candidates, coordinated the interview process, facilitated offers, and drove employment negotiations, while ensuring candidates have a pleasant experience.
- Engaged in direct marketing efforts to promote the agency via cold calling, email blasts, and social media.
- Sourced talent for Intuit, Bristol Myers Squibb, BASF, and others throughout the country.

Abercrombie and Fitch

Brand Representative

December 2016 – October 2020

- Developed solutions for customers by listening to their needs and recommending the appropriate products.
- Utilized the company's POS system to cash customers out or administer returns.
- Trained new associates and helped maintain a daily profit goal.
- Styled mannequin designs and managed the store front.
- Assisted with inventory, including receiving and stocking merchandise.

EDUCATION

Bachelor of Science in Psychology

California Coast University

August 2019 - May 2022

CERTIFICATIONS

Google Data Analytics Professional Certificate (2023)

[\(Credentials link\)](#)

PROJECTS

Analysis of a fitness app. [\(Project link\)](#)

Identified key factors that impact user engagement, such as the frequency and duration of workouts, and provided recommendations for improving these factors.

