Tevin Barnes

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Professional Summary

Experienced Data Analyst with a BA in Network Administration obtained from American Intercontinental University.

Possesses over two years of Information Technology experience, including collaboration with the U.S Army in Okinawa

Japan. Proficient in daily utilization of SQL, SSMS, and Excel spreadsheets.

Work Experience

Data Analyst

FirstService Residential-Plantation, FL

May 2022 to Present

Incorporated information gathered from sales, marketing, and finance departments to establish a streamlined organizational framework.

Effectively organized and distributed data throughout departments to analyze the effectiveness of existing methods.

Aided management members in understanding the implications of collected data by presenting comprehensive reports.

Collections Representative

FirstService Residential-Hollywood, FL

November 2019 to May 2022

Proactively oversaw over 100 monthly property portfolios, consistently achieving collection objectives.

Successfully lowered collection costs by 10% for multiple properties through the negotiation of current collection policies.

Achieved a 20% boost in collections productivity by implementing Excel formulas and advanced accuracy tools.

Inspector

FirstService Residential-Dumfries, VA

April 2019 to November 2019

Proven track record of actively participating in the sale and closure of 30+ properties.

Coordinated the organization of documents associated with over 300 homeowner properties.

Assistant Store Manager

Dollar Tree Stores-Woodbridge, VA

April 2018 to April 2019

Coached and hired 4 team members to develop product knowledge and customer service skills.

Managed weekly sales reports and updated security systems to successfully lower yearly loss prevention by 10% during the first year.

Information Technology Specialist

US Army-Okinawa, Japan

June 2014 to July 2017

Handled the installation and restoration of various devices such as staff workstations, phones, laptops printers,and routers.

Instructed end-users on how to effectively utilize Windows XP and computer hardware to address various business challenges.

Education

Bachelor's in Network Administration

American InterContinental University - Remote

April 2018 to May 2022

Certificate of Signal Regimental Affiliation in Information Technology

U.S. Army Signal Regiment - Fort Eisenhower, GA

June 2014 to November 2014