

ARIANNA SADDLER

CONTACT

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EDUCATION

LYNN UNIVERSITY

Bachelor of Science in Data Analytics

SKILLS

- Legal Transcription
- Administrative Support
- Data Entry & Analysis
- Data visualization
- Scheduling and calendar management
- Customer/Client communication
- Multi-project coordination and deadline management
- Order processing and fulfillment
- Database querying for report generation
- Dashboard and report creation (Tableau, SQL, R)
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

WORK EXPERIENCE

Laws Reporting Inc.

Production Associate

DEC. 2022 - PRESENT

- Receiving, processing, and finalizing transcripts from recorded proceedings, ensuring completeness, proper formatting, and ensuring the accuracy, efficiency, and timely delivery of transcripts.
- Maintaining confidentiality of sensitive legal information to guarantee the delivery of a fully accurate and reliable record of events.
- Answering calls and addressing emails from clients regarding transcript-related inquiries and concerns.
- Managing multiple projects simultaneously and meeting deadlines in correspondence to the ordering party/client.
- Delivering and filing certified legal documents to ordering parties.

U.S. Forest Service

Data Analyst Intern

OCT. 2021 - MAY 2022

- Designed and distributed targeted surveys to stakeholders and users to gather feedback on key organizational projects, improving insight into user needs.
- Analyzed survey response data using Excel, SQL, Tableau to extract trends, identify key metrics, and flag potential problem areas in project performance.
- Created clear and compelling data visualizations to communicate findings to executive leadership and cross-functional teams.
- Delivered data-driven presentations to senior management to support decision-making and strategic planning for ongoing and future projects.
- Streamlined the survey creation and data collection process by building templates and standardized reporting formats, reducing turnaround time by 30%.

Summer Youth Employment Program

Clerical Assistant

JUNE 2018 - AUGUST 2019

- Provided front desk reception, warmly greeting visitors and directing inquiries to appropriate departments, ensuring a professional and organized office environment.
- Answered and routed incoming phone calls, addressing customer inquiries with efficiency and professionalism to support customer satisfaction.
- Delivered administrative support including filing, scheduling, data entry, and document preparation to assist daily office operations.
- Reported office updates and operational concerns directly to management, contributing to improved internal communication and task tracking.