

MITCHELL MARENA

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Current Address:
4424 N 78th Street
Scottsdale, AZ 85251

Education:

Bowling Green State University, Bowling Green, OH

May 2020

- Bachelor of Science in Business Administration
- Specializations: Information Systems with a Minor in Computer Science. GPA: 3.2

University of Texas

October 2022

- 6 month full stack Web Development Bootcamp

Experience:

Amazon

Transportation Analyst

October 2021 - Present

- Lead the movement of millions of packages throughout the supply chain
- Formulated spreadsheets, dashboards, and use analytics to improve performance
- Responsible for training new employees
- Created and led the development of a new hire training curriculum
- Assisted in the rollout of many new and improved network metrics
- Created hours of content to be used when training new employees across North America

CBRE|facilitysource

Business Analyst

June 2020 - June 2021

- Helped spotlight problems in the supply chain
- Formulated spreadsheets and powerpoints to present to management
- Responsible for training new clients on updated software
- Updating and maintaining databases using SQL and Python
- Assisted in the rollout of a in-house software system using Python
- Created an original scorecard approved by senior managers

Voya Financial

May 2019 - September 2019

Software Analyst/Business Analyst Intern

- Tested programs, ran quality assurance, presented updated software and data to fellow employees using Tableau dashboards
- Facilitated discussions and wrote business requirements for getting compliant with CCPA. Presented findings to senior leaders and many aspects of business
- Assisted in the development of queries and the rollout of SQL code to assist database efficiency
- Responsible for massive data migrations
- Completed VRAs and evaluated vendor demos

BGSU Campus Operations

October 2018- November 2020

Locksmith

- Filed, cut, engraved, and processed keys
- Developed a Microsoft access database for key inventory and setup automatic orders
- Repinned and replaced broken locks

Campus Activities:

Kappa Sigma Fraternity

2016-2020

Brotherhood Event Coordinator & Vice President.

- Set strategic goals for the organization early in the semester and provide progress reports monthly
- Drive desired behavior based on metrics
- Responsible for over 70 members, 5 chair positions, and the chair committees
- Lead event planning; recently planned and executed an ice skating event for 100 people

Skills:

Leadership

Time Management

Conversational Italian

Tableau Dashboard

Learn & Quickly Apply New Knowledge

Public Speaking

Working Successfully on a Team

HTML, CSS, Javascript, Python

Detailed Oriented