LEANNE THOMAS

DATA ANALYTICS | PROJECT MANAGAMENT

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I am a data analyst with a strong background in research, project management, and technology integration; adept at collaborating with cross-functional teams and presenting complex information in an accessible and understandable manner; interested in using data-driven approaches to inform decisions, optimize systems, and create meaningful impact.

SKILLS

- **Data Analytics Tools**: Python, SQL, Tableau, Power BI
- **Microsoft:** Excel, Word, PowerPoint, Outlook, SharePoint
- **Other:** Box, Smartsheet, CRM, Zoom, Teams, generative AI tools & prompt engineering
- Project Management
- Research and Analysis
- Presentation and Public speaking
- Language: English, Conversational Spanish

DATA ANALYTICS EXPERIENCE

DATA ANALYST

Nashville Software School | May 2025-August 2025

Completed an intensive, full-time data analytics apprenticeship emphasizing hands-on problem solving, stakeholder collaboration, and applied data analysis using real-world datasets.
- Performed data wrangling and exploratory analysis using Python (pandas)
- Analyzed and visualized data in Excel using pivot tables, lookups, and PowerPivot for external data integration
- Queried and cleaned data from relational databases using SQL for analytical reporting
- Developed and deployed interactive dashboards with Tableau and Power BI
- Created compelling visualizations with matplotlib and seaborn
- Conducted geospatial analysis with geopandas and folium
- Used Git and GitHub for version control and collaborative development
- Managed projects and tracked tasks via GitHub Projects and issue tracking

PROJECTS:
Name: Survival by the Numbers: The Walking Dead Performance Dashboard
Scope: Built an interactive Power BI dashboard analyzing ratings and viewership trends over the lifetime of a TV series, identifying a key factor behind declining viewership despite steady IMDb ratings.
Technologies used: Excel, Power BI

Name: Spending vs Scores: A Data-Driven Look at Education Spending and Student Achievement
Scope: Analyzed state-level education spending and student performance data highlighting subgroup trends, achievement gaps, and policy implications.
Technologies used: Python, Power BI

PROFESSIONAL EXPERIENCE

PROJECT COORDINATOR & RESEARCH ANALYST

Westat | National Comprehensive Center (U.S. Dept. of Education) | June 2023- May 2025

- Coordinated and scheduled consultation meetings for 10 education projects to inform the National Comprehensive Center's Year 5 annual service plan.
- Created the Year 5 Milestone and Output Tracker, streamlining collaboration between project teams, the evaluation team, and leadership for consistent progress tracking and client reporting.
- Maintained ongoing project oversight through monthly communication with project leads and regular updates to internal dashboards, ensuring timely milestone tracking, risk identification, and clear project visibility for staff and stakeholders.
- Managed and consolidated the guest list for a 300+ attendee national convening of education leaders from all 50 states and U.S. territories; streamlined data collection and enabled informed decisions around travel, lodging, and budgeting.
- Cross-functional responsibilities - managing leadership calendar requests, Advisory Board correspondence, file access, platform issue resolution, and meeting documentation
- Synthesized internal and external meeting notes into high-impact deliverables posted to the network dashboard for internal strategic alignment including - collaborative reports, liaison notes and director-to-director communications.
- Conducted ongoing needs sensing and research across platforms and media sources to identify emerging trends and service gaps in the education field, and created client-facing materials to help the team proactively develop targeted resources for stakeholders.

ACADEMIC COACH

Self-Employed | August 2020 - May 2023

- Tutor: for middle, high school and undergraduate-level courses in science and math.
- Create actionable learning plans catered to client needs
- Utilize Learning Management Systems and other digital tools to increase client productivity and subject proficiency

BIOLOGY TEACHER

Bainbridge High School | July 2016- July 2019

- Analyzed data through various software to modify pedagogy
- Met with learning team bi-weekly to discuss unit-specific key performance indicators (KPIs) and strategies to increase student engagement and achievement.
- Leadership:
  - Hosted and trained 10 teachers on adopted student data software systems
  - Led professional development workshops on implementation and frameworks of GSE science standards.

EDUCATION

DATA ANALYTICS CERTIFICATION

Nashville Software School/Nashville, TN | August 2025

B.A. BIOLOGY; EXERCISE SCIENCE MINOR

Georgia Southern University/ Statesboro, GA

Dean's List; 3.6 gpa; Includes courses and lab-experiences in Statistics, International Studies, and Economics