

KENNETH GREER

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PROFESSIONAL SUMMARY

Entry-level Junior Data Analyst / Reporting Analyst candidate with hands-on training in SQL, Power BI, Excel, Power Query, and data cleaning, plus professional experience maintaining accurate records, validating operational data, updating CRM and Cartegraph/GIS systems, and supporting documentation and reporting needs. Strong attention to detail, confidentiality, remote communication, and time management; currently building Power BI, Excel, and Tableau projects to strengthen dashboarding and business insights skills.

TECHNICAL SKILLS

Data Analysis & Reporting	Power BI, SQL, Microsoft SQL Server, Power Query, basic reports, data cleaning, Tableau learning
Data Quality & Records	Data entry, record updates, data validation, quality checks, documentation, confidentiality
Microsoft & CRM Tools	Excel, Word, Outlook, Microsoft Office, Salesforce CRM, Cartegraph, GIS

PROFESSIONAL EXPERIENCE

City of Plano - Plano, TX | Signs & Markings Technician | Oct 2023 - Present

- Enter, update, and validate roadway asset records in Cartegraph and GIS using iPad-based field entry tools.
- Review work order details, completed tasks, asset updates, and data corrections for accuracy and consistency.
- Maintain organized documentation to support operational reporting, work tracking, and asset management needs.
- Recognized as Employee of the Year (2024) for dependable service, process improvements, and peer training.

City of McKinney - McKinney, TX | Signs & Markings Technician | Oct 2017 - Sep 2020

- Collected, updated, and maintained infrastructure asset data using GIS and iPad-based tools.
- Verified locations, work orders, and documentation details to support accurate records and timely completion.
- Supported cross-department requests and quality control efforts related to roadway signage records.

Connexion Point - Remote | Insurance Agent | Sep 2020 - Jan 2021

- Maintained client and policy records in Salesforce CRM with strong attention to accuracy and confidentiality.
- Used Excel, Word, and CRM systems to review client information, organize records, and support reporting needs.
- Communicated with customers and team members in a remote environment while managing documentation and follow-up tasks.

Uber Eats / DoorDash - McKinney, TX | Delivery Driver | Feb 2021 - Aug 2023

- Managed daily schedules, delivery records, route planning, and customer communication with minimal supervision.

Discount Tire Co. - McKinney, TX | Maintenance / Sales Technician | Sep 2007 - Oct 2017

- Maintained service and inventory records while assisting customers with product and service information.

DATA & REPORTING TRAINING

Colaberry Data Analytics Bootcamp - Remote | Data Analytics Training | Jan 2025 - Aug 2025

- Created and edited SQL queries using AdventureWorks2019 and Microsoft SQL Server in hands-on lab assignments.
- Practiced data cleaning, reporting workflows, SSRS reports, and Power BI dashboard development for business intelligence labs.
- Applied accuracy checks and basic query performance concepts while preparing datasets for reporting exercises.

Independent Power BI Dashboard Project - Remote | Personal BI Project | 2025 - Present

- Built one Power BI dashboard using SQL and Excel-based datasets to practice KPI tracking, visual reporting, and summary insights.
- Used Power Query and data cleaning steps to prepare data for dashboard visuals and summary insights.
- Currently building additional Excel, Power BI, and Tableau practice projects to strengthen reporting skills.

EDUCATION & CERTIFICATIONS

Southern New Hampshire University - Bachelor of Arts, Information Technology (Currently Enrolled) | Relevant Coursework: Applied Statistics for STEM

Collin College - Associate of Arts, General Studies

Certifications: Google Data Analytics Certificate (Coursera, 2021); Google Technical Support Fundamentals (2022); Microsoft Azure AI Services (2024)