



# Sung Johnston

Clerk, Data

☎ (608) 555-1842 ✉ sung.johnston@example.com

🌐 linkedin.com/example/sungjohnston 📍 Madison, WI 53703

## STRENGTHS

- ✔ **Data quality**  
A missing attribute once exposed a larger catalog issue, so records were checked from source through output.
- 📁 **Digital organization**  
Images and collateral stayed easier to find after metadata conventions gave each asset a clear place.
- ♥ **Practical analysis**  
Referral and transaction records became a useful customer pathway story after careful Excel review.
- 💬 **Clear communication**  
Faculty presentations turned technical findings into plain recommendations, and classmates knew what action followed.
- 💡 **Independent learning**  
Unfamiliar PIM and DAM concepts became workable through coursework, documentation, questions, and steady practice.

## SKILLS

Data quality Excel Word

PowerPoint Outlook

PIM systems DAM systems

Data warehouses

E commerce analysis

Written communication

Verbal communication

## SUMMARY

Management Information Systems student preparing for digital product information work supporting online **product pages, marketing data, digital assets**, and reporting. Academic projects built structured product records, organized collateral, checked data quality, and traced source information through customer facing outputs. Coursework provided practical exposure to PIM, DAM, relational data structures, data warehouse workflows, e commerce activity, and **Where to Buy** pathways. Excel work included validation, lookup functions, duplicate cleanup, correction queues, and transaction analysis. Word, PowerPoint, and Outlook supported clear documentation, presentations, task coordination, and team communication. Independent assignments strengthened problem solving and proactive issue identification, while group work developed listening and written communication. Ready to apply careful organization, curiosity, and practical analysis in a part time remote data clerk role.

## EDUCATION

### Bachelor's Degree in Management Information Systems

University of Wisconsin Madison 🎓 GPA: 2.5 📅 2028 📍 Madison, WI

**Coursework:** *Data management, business analytics, database systems, digital commerce*

## TECHNICAL SKILLS

- **Microsoft Office:** Excel, Word, PowerPoint, Outlook
- **Product Information:** PIM, product catalogs, attribute validation
- **Digital Asset Management:** DAM, image libraries, collateral metadata
- **Data Quality:** Duplicate cleanup, completeness checks, correction queues
- **Data Warehousing:** Warehouse records, relational structures, source tracing
- **E Commerce:** Online catalogs, product pages, transaction analysis
- **Marketing Analytics:** Channel data, referral sources, activity reporting
- **Reporting Tools:** Excel lookups, validation rules, summary tables
- **Communication Tools:** Written updates, verbal presentations, Outlook coordination
- **Business Operations:** Financial reporting, business cycles, strategy analysis

## EXPERIENCE

### Digital Product Information Project Analyst

University Project 📅 January 2026 - Present 📍 Madison, WI

Supports a supervised product information workflow covering catalog structure, **digital assets**, validation, mock commerce outputs, and reporting. Work connects clean records with usable customer facing information and clear faculty presentations.

- Built a structured catalog of 420 sample electrical products with validation rules and required attributes.
- Organized product images, specification sheets, and collateral through consistent **DAM** metadata conventions.
- Modeled approved attributes moving from **PIM** workflow into a mock ecommerce catalog.
- Used Excel lookups and validation checks to flag incomplete records for correction queues.
- Evaluated a simulated **Where to Buy** pathway using referral and transaction data.
- Documented procedures in Word and presented findings through PowerPoint for faculty review.

### Marketing Data and E Commerce Analyst

Course Project 📅 September 2025 - December 2025 📍 Madison, WI

Analyzed simulated retail information across product, channel, transaction, and warehouse records. Team deliverables connected data cleanup with marketing reporting, customer activity, and practical recommendations for improved information quality.

[Problem solving](#) [Product pages](#)

[Marketing data](#) [Financial reporting](#)

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Digital Product Information  
Project Analyst at University  
Project (8 Months)

● Marketing Data and E  
Commerce Analyst at Course  
Project (3 Months)

- Analyzed a 12,000 row retail dataset linking product, channel, and transaction records.
- Cleaned duplicate marketing fields in Excel before preparing reporting outputs for review.
- Built relational model connecting product information, **digital assets**, channel listings, and warehouse records.
- Prepared weekly summaries of product page activity, referral sources, and completed transactions.
- Coordinated file reviews with three classmates through Outlook and clarified assignment ownership.
- Proposed attribute corrections after tracing customer and reporting effects across source records.

## PROJECTS

### Digital Catalog Quality Lab 📅 2026

A small catalog error surfaced during review, prompting a practical audit of attributes, images, collateral, and customer facing outputs. Excel checks and correction queues showed how cleaner product information supports reliable digital merchandising.

### Channel Revenue Reporting Study 📅 2025

A simulated referral trail connected product pages with transaction activity. Analysis grouped channel data, reviewed Where to Buy behavior, and presented reporting insights for practical marketing decisions.

## LEADERSHIP & AWARDS

- Dean's List recognition, 2025 to 2026, for sustained academic performance.
- School of Business Academic Achievement Award, 2026, recognizing strong business coursework.
- Campus Digital Commerce Case Team contributor, 2025 to Present, supporting collaborative analysis.

## CERTIFICATIONS

- Microsoft Learn Career Essentials in Data Analysis 📅 2026
- Coursera Excel Skills for Business 📅 2026

## PROFESSIONAL AFFILIATIONS

- Campus Digital Commerce Case Team, 2025 to Present, applying product and channel analysis.
- Peer Technology Tutor, 2026 to Present, helping classmates use business technology tools.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST