

AIMEE ZEMANEK

Data Analytics | Training & Enablement | Project Controls

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PROFESSIONAL SUMMARY

Data Analytics professional with 30+ years of experience in technology, project controls, and training. Currently completing a Master of Science in Data Analytics with hands-on experience in Python, R, SQL, and Tableau. Proven ability to analyze complex data and effectively translate insights for both technical and non-technical audiences. Strong background in training, instructional development, and user enablement.

SKILLS

TECHNICAL SKILLS

- Python, R, SQL (PostgreSQL)
- Tableau, Data Visualization
- Data Cleaning, Exploratory Data Analysis

TRAINING & ENABLEMENT

- End-User Training
- Technical Instruction
- Curriculum Development
- Documentation & Job Aids

BUSINESS & TOOLS

- Financial Analysis, Budgeting, Project Controls
- Microsoft Office, QuickBooks, Lucidchart

EXPERIENCE

Data Analytics Student & Small Business Owner

Wylie, Texas

2021 – Present

- Took a planned career pause to provide full-time care for a family member while continuing professional development in data analytics (Python, SQL, Tableau)
- Applying Python, R, SQL, and Tableau to academic and applied analytics projects
- Managing operations for a client-based business serving 50+ customers
- Completing MS in Data Analytics (WGU), expected 2026

Project Controller / Records & Business Support Specialist

BP / ARCO (via Anderson Engineering & Plano Data)

Plano, TX

2007 – 2020

- Managed project financial portfolios, including budgeting, invoicing, audits, and quarterly spend analysis
- Served as liaison between engineering teams and BP operations, improving communication and alignment
- Conducted database research supporting litigation and liability investigations
- Developed executive-level reports and presentations for leadership decision-making
- Standardized processes by creating documentation and “Defined Practice” procedures
- Coordinated logistics and planning for multi-month field projects

ADDITIONAL EXPERIENCE

1992 - 2007

- Supervised staff and managed records/data tracking systems in a corporate environment
- Developed databases and reports to support legal and operational needs
- Built internal tools using Excel, macros, and automation techniques
- Delivered technical training in software systems and computer science

EDUCATION

WESTERN GOVERNORS UNIVERSITY

Master of Science in Data Analytics

Expected 2026

BAYLOR UNIVERSITY

Bachelor of Science, Secondary Education (Computer Science)

1998

CERTIFICATIONS

Data & Analytics:

Data Analytics Bootcamp
Tableau Desktop Foundations

Texas State University
Salesforce

2026
2025

Professional:

Notary Public

State of Texas

2029

Education:

Secondary Computer Information Systems Certification
(Grades 6–12)

Texas Education Agency

1998

VOLUNTEER

Conquer Chiari Walk Across America Dallas / Fort Worth

Dallas & Fort Worth, TX

2009 - 2017

- Led organization of annual fundraising events, including logistics, sponsorships, and community engagement
- Raised over \$125,000 across 8 years with 200–300 participants annually