

Professional Profile

Skilled Information Management Analyst with 4 years' experience analyzing complex data warehouses to provide detailed technical reports. Skilled at identifying key trends and areas for improvement to support wider business deliverables and performance. Proficient at automating and improving records management processes and information management compliance. Passionate about managing and maintaining the IM environment, ensuring it incorporates IM regulatory and compliance requirements, and delivers records management functionality in a user friendly and efficient way.

Core Skills

- Data analysis and exploration
- Data cleaning
- Risk analysis and mitigation
- Statistical programming
- Self-service data integration tools
- Database management systems
- Data visualisation
- Power BI, Tableau, Qlik, Looker
- Python, R, C, C++, Java
- BrainStation Data Analytics Cert

Career Summary

Aug 2020 - Present

FinServ, Lawrenceville, GA
Information Management Analyst

Outline

Working for a global financial services leader providing wholesale, rural and retail banking services in more than 40 countries worldwide. Responsible for analyzing and administering the US data repositories including gathering business requirements, documenting technical requirements, providing support and training for business users, and communicating needs to technical staff.

Key Responsibilities

- Define business reporting and analysis requirements
- Execute research and analysis on business processes, business opportunities, and business needs, developing technical requirements based on findings
- Liaise with business stakeholders including software developers, data engineers, and business unit managers to produce improved business outcomes
- Analyze impacts and changes to data and communicate to appropriate stakeholders
- Implement optimal reporting solutions including managing data dictionaries and improving data quality where possible
- Identify information management incidents and report to the Information Manager

Key Achievements

- Led a project that resulted in the streamlined performance of information requests, resulting in an estimated saving of \$350,000 annually.
- Identified risks and mitigated changes which improved IM security by over 20%.
- Implemented automations which reduced records processing time by over 45%.