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# Data Librarian

## Data Librarian

Houston, TX

Authorized to work in the US for any employer

## Work Experience

**Data Librarian**

**Petroleum Geo-Services (PGS) Americas, Inc**

June 1981 to December 2017

- Receive and document all incoming data for ongoing processing   
- Primary manager of all PGS data at offsite storage facility   
- Create, generate, QC, and arrange shipments of data deliverables to clients worldwide   
- Archive and store data in multiple media forms   
Shipping & Receiving Supervisor:   
- Facilitate all hardware shipments to PGS fleet of marine vessels and other PGS data centers worldwide   
- Generate logistics and customs documentation for hardware shipments   
- Coordinate with freight forwarders, import/export agents, and door-to-door couriers   
- Maintain compliance with all federal policies and requirements   
Computer Operator:   
- Maintain and monitor data processing workloads on various and complex arrays of computer queues and systems for PGS Houston center and other worldwide locations   
- Media output of client deliverables   
- First level Service Manager 9 service desk operator for incoming requests and tickets for escalation and/or resolution   
- Coordinate and assist onsite hardware engineers on incoming SM9 tickets   
- Install and rack new chassis hardware equipment into server racks in data hall server room

## Education

**Aldine MacArthur High School**

1981

## Skills

Micosoft Office (10+ years), Microsoft Outlook (10+ years), Microsoft Excel (10+ years), Microsoft Access (3 years), Linux command line (3 years)

## Certifications/Licenses

**Service Desk Institute (SDI) Service Manager version 9**

Trained in use of SM9 to manage, facilitate, assign, escalate, and resolve service request tickets submitted internally

**First Aid CPR AED**

August 2017 to August 2019

**High rise fire warden**

## Additional Information

I am highly detail oriented in all tasks assigned to me. I am able to work efficiently and meticulously unsupervised, but, I am also an eager performer to be part of a high performance team. I am very organized, self sufficient and self starter that would be a great asset to any business looking at me as a prospective employee.

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# Data Steward

## Data Steward

Durham, NC

Librarian interested in data management and office/administrative work.

## Work Experience

**Data Steward**

**Millennium Pharmaceuticals/Randstad**

Cambridge, MA

June 2011 to May 2013

Day to day management of commercial operations customer master and customer relationship   
management system. Worked with IT, Commercial Operations, and the sales force to update and cleanse customer database. Researched customer data using data bases and the internet.

**Archives Technician**

**Millennium Pharmaceuticals/Randstad**

Charlestown, MA

March 2012 to September 2012

Processed park archival collections. Maintained museum records including accession, catalog, and loan records, in accordance with NPS standards. Cataloged archival collections for parks in the Northeast region and entered cataloging data into the designated NPS catalog program.

**Children's Librarian**

**Cape May County Library**

June 2009 to January 2010

Carried out daily customer service, reader's advisory, and reference services to children and teens. Responsible for collection development and maintenance, including print and audiovisual materials based on review tools, patron requests, and personal knowledge. Planned and performed weekly story times for toddlers and preschoolers. Ordered picture books and children's DVDs with a $15,000 annual budget.

**Cataloger**

**Brodart**

Williamsport, PA

October 2007 to October 2008

Cataloged books and other materials according to AACR2R rules and individual library criteria. Created original Machine Readable Cataloging (MARC) records and updated OCLC records to add to the library's online catalog. Classified materials using the Dewey Decimal Classification system and Library of Congress Subject Headings and constructed call numbers for materials added to the library's collection.

## Education

**Master of Science in Information Science, ALA accredited**

**University of Tennessee**

Knoxville, TN

2008

## Skills

Proficient in PC applications, Microsoft Office and Excel, Adobe Photoshop, and website maintenance. Horizon ILS by SirsiDynix, Workflows ILS by SirsiDynix, and Polaris ILS by Polaris Library Systems. Actively promote library services via blogs, wikis, Facebook, Twitter, and other social networking sites. Adept at office tasks and general clerical/administrative work, routine paperwork, emailing, filing, answering phones, routing calls, greeting customers and answering questions.

## Links

[http://www.linkedin.com/in/melissaarnett](https://www.indeed.com/url?q=http%3A%2F%2Fwww.linkedin.com%2Fin%2Fmelissaarnett&h=6b527009)

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# Data Steward

New York, NY

## Work Experience

**Data Steward**

**Deutsche bank**

December 2015 to Present

See resume

## Education

**Bachelor**

## Skills

Stewarding, Data Governance, Data Management

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# Data Steward

## Data Steward

Irving, TX

Authorized to work in the US for any employer

## Work Experience

**Data Steward**

June 2017 to December 2017

The primary function of this position is to ensure the integrity of claims related data works within the Managed Care Regulatory compliance guidelines.   
   
Technology Summary   
   
• C++, Java, XML/HTML, JavaScript, CSS, PHP, Windows, Unix, MS Office Suite

**Recruiting Assistant**

May 2017 to June 2017

Actively Involved in marketing of consultants (Own H1's) on bench to the tier-1 vendors, preferred vendors.   
Handled end to end recruitment cycle from gathering the requirements to sourcing the consultants, Pre-screening, coordinating the interviews, contracts executing, on boarding, to induction.   
   
Medix Staffing - Plano, TX

## Education

**Associate of Science in Computer Science**

**North Lake College**

Irving, TX

May 2018

**Bachelor of Science in Computer Science**

**Texas A&M Commerce**

Commerce, TX

## Skills

Stewarding, Data Management, Labware

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# Data Steward

Katy, TX

To obtain an entry-level position within the renewable energy industry, or a related field, in order to apply my knowledge and experience in the best possible way to successfully accomplish any objective(s) and to gain valuable work experience.

## Work Experience

**Data Steward**

**Shine Development Partners**

October 2017 to Present

Managing & gathering energy-related data and monitoring the energy production of solar energy projects.

**Marketing Intern**

**UGE International**

September 2017 to December 2017

• Monitoring conversations that could invite action (social customer service), monitoring keywords and conversations about your campaign or event, keywords and spikes in conversations that could indicate a crisis, conversations that could promote a sales person to follow up + complaints about competitors (lead generation), conversations about your competitors (competitive marketing), and industry conversations.   
• Utilizing Adobe Illustrator and Adobe Photoshop to create visual content (announcements, videos, event promotion, etc.) for social media marketing purposes (Facebook, LinkedIn, Twitter).   
• Assisting with lead generation - using Google Maps to find and measure rooftops suitable for solar panels.

## Education

**Bachelor of Science in Wind Energy**

**Texas Tech University**

Lubbock, TX

September 2014 to December 2017

## Skills

EXCEL (Less than 1 year), ADOBE PREMIERE (Less than 1 year), ARCGIS (Less than 1 year), AUTOCAD (Less than 1 year), COLLECTION (Less than 1 year)

## Additional Information

• NOTABLE SKILLS:   
◦ Working knowledge and proficiency of Microsoft Office suite with emphasis on Microsoft Word, Microsoft PowerPoint and Microsoft Excel.   
◦ Strong problem-solving and analytical skills. Strong organizational, time-management, research skills, as well as excellent written and verbal communication skills.   
◦ Experience with data collection, data management, data analysis and data cleansing.   
◦ Experience with engineering software such as Matlab, AutoCAD, Windographer, QGIS, ArcGIS, and WAsP.   
◦ Proficiency with video editing software such as Windows Movie Maker, iMovie, MovieMator, Adobe Premiere Pro, and Final Cut Pro.   
◦ Familiarity with Photoshop/image editing software such Adobe Photoshop & Illustrator.

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# DATA STEWARD

## DATA STEWARD - MCKESSON

Richmond, VA

## Work Experience

**DATA STEWARD**

**MCKESSON**

January 2018 to Present

• Researching, analyzing, and completing tasks related to matching internal customer records with external customer attribute sources, size metrics, ownership, and critical data correction   
• Attributing and improving customer records within the MDM to increase the quality of customer information available to the marketing team, as well as other departments   
• Assisting in maintaining lists of values used to characterize customers   
• Meeting and supporting team metric goals

**INSTRUCTOR**

**MATHNASIUM**

July 2016 to January 2018

• Working one-on-one with groups of students to extend mathematical knowledge and analytical thinking skills.   
• Building relationships with customers, both students and parents, to ensure each visit is pleasant and anticipated.   
• Managing teams of coworkers to check and enter student data, while allowing enough instructors to assist students effectively through their visit.

## Education

**BACHELORS OF SCIENCE in Mathematics**

**VIRGINIA COMMONWEALTH UNIVERSITY**

December 2017

## Additional Information

MICROSOFT OFFICE   
• 4 months of experience using Excel spreadsheets to update missing or incorrect information on McKesson customers   
• 4 months of experience working within Access database to match internal and external records   
MATLAB   
• 1 year of experience using MATLAB to code scripts and functions using 'for' loops and 'while' loops, and using iterative methods to approximate solutions while staying within tolerance.

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# Project Lead / Data Steward

## Project Lead / Data Steward - Konica Minolta Business Solutions U.S.A., Inc

Staten Island, NY

Authorized to work in the US for any employer

## Work Experience

**Project Lead / Data Steward**

**Konica Minolta Business Solutions U.S.A., Inc**

Ramsey, NJ

May 2017 to Present

• Lead and develop Data Governance and Stewardship function to support and align organizational transformation to a solution and data driven company   
• Define and establish data governance rules and policies to improve data quality and promote dataaccuracy and integrity within Customer Master domain   
• Develop SOP documentations and formulate Change Control Management process directing guidance and set expectations on data/change requests   
• Build strong partnership and collaboration with cross-functional teams (CRM IT, Marketing Analytics and Sales & Planning teams) to promote solid working relationships and solidify level of engagement   
• Effectively manage and engage with third party Business Partner (Dun & Bradstreet) to deliver dataprojects   
• Lead Data Stewardship projects to support key business initiatives and drive towards operation efficiencies   
• Identify data challenges, potential opportunities and laying out recommendations aligning organizational effectiveness

**Senior Data Steward**

**Merck & CO., Inc**

West Point, PA

June 2011 to March 2017

• Engage and collaborate with Regional / Local Market's SMEs, Business Stakeholders and IT Partners to establish Data Governance & Stewardship framework, define Business Processes, Documentations and deliver Customer Master Implementations (Informatica MDM Solution)   
• Steward and promote high level of customer data quality, availability and accuracy in the Global Customer Master (GCM) repository consumed and leverage by downstream applications & business initiatives   
• Manage and Maintain a core set of customer data attributes / List of Values (LOVs) to standardize and align customer profile data across multiple integrated systems(CRM, Compliance, Consent, Dashboard, e-Profile & MCM systems)   
• Develop business test cases, coordinate and execute User Acceptance Testing for User Interface Platforms; Perform System Validation and User Training ensuring project objectives and scopes are delivered   
• Define and Document Standard Operating Procedures (SOPs) to align with business processes and best practices on managing customer data   
• Perform data analysis and data interpretations resulted in business insights for business decision makings   
• Support business/compliance users from over 130 markets, identify and resolve customer dataissues/anomalies in GCM to support Global and Regional Compliance systems, meeting the SLAs and reducing compliance risks   
• Establish and foster professional working relationship with various and cross functional teams including local CRM/SFA data admins (Global Veeva, Cloud Solutions, SalesForce.com and Oracle Siebel on demand etc..), MDM operational support teams and third party data vendors(Quintiles IMS) to drive work efficiencies   
• Assess and identify existing/new procedures to improve and streamline resource/work productivity   
• Effectively deliver Global / Regional projects, initiatives and system releases

## Education

**Bachelor of Science in Business Administration**

**UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK**

June 2009

## Skills

CRM (6 years), CUSTOMER RELATIONSHIP MANAGEMENT (6 years), ACCESS (Less than 1 year), CODA (Less than 1 year), COGNOS (Less than 1 year)

## Additional Information

• Customer Data Management Professional in the market for new opportunities   
• Specialize in Customer Data Governance & Stewardship, Project Management, Data Analysis, Analytics, Business Intelligence, System Validation, User Acceptance Testing and End User Training   
• Result-driven individual with a can do attitude and proven success on team projects as leader and team player. Works very well with cross-functional teams   
• Excellent Data Analytical, Problem Solving and Project Management skills 

SKILLS

COMPUTER: Microsoft Office Suite; Excel, Word, PowerPoint, Access, Visio and OneNote, MS Outlook, SharePoint, SAP ERP/CRM, and IBM Cognos, Business Objects & SpotFire Reports

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# Data Analyst

## Data Analyst - J.P. Morgan Chase, Analytics

Columbus, OH

Experienced professional in analytics, data management, and technology with an engineering and   
business educational background. Seeking a position in a fast-paced environment that will further   
develop technical skills and provide the opportunity for challenge and leadership.

## Work Experience

**Data Analyst**

**J.P. Morgan Chase, Analytics**

March 2017 to Present

Performed data analysis for projects initiated to reimburse customers that may have been   
incorrectly debited by the firm. Utilized SAS and SQL analytical functions to identify impacted   
customers and the dollar amount to be refunded to each account.   
• Applied advanced techniques to improve classification of customers and provide cost saves as a   
result. Employed text mining procedures to enhance accuracy of matching transactions ($11M   
cost save from initial estimate) and closed another project by simulating the correction and disproving customer harm ($5M cost save from initial estimate).   
• Constructed multiple processes for data mining including:   
o Handling of fee structure for business banking accounts   
o Extracting ATM transactions and Chase Online information   
o Determining language indicators at the customer and account level

**Data Steward**

**J.P. Morgan Chase, Data Management**

March 2016 to February 2017

Worked with business and technology subject matter experts to define, certify, and monitor data   
elements to ensure consistency across the firm. Analyzed the values for each element to create   
awareness of potential data quality issues and steward the implementation of solutions.   
• Created the Business Banking line of business progress reporting for each step of the data   
certification process. Evaluated the information for operational risks and presented findings   
weekly to upper-level management across the firm.   
• Championed multiple process improvements to the data certification procedure. Enhancements   
included developing a batch process using SQL that allowed over 400 elements to be profiled in one day and building dynamic worksheets to gather updates from multiple sources without   
manual effort.

**Quality Assurance Lead**

**J.P. Morgan Chase, Technology**

July 2013 to February 2016

Constructed the testing strategy and execution plan of a 600-person technology tower for the conversion to Internet Explorer 11 and Firefox 32.3. Set and met aggressive timelines to finish   
one month before the deadline established by the project team.   
• Exhibited a passion for championing process improvements across the QA organization.   
Streamlined and standardized the procedure for sending testing status communications to executives, implemented systems and internal audits to improve the accuracy of metrics   
reporting, and provided test execution analysis to testing managers to maximize the return on investment with automation.   
• Led a six person onshore and offshore team on the largest application within the testing space through firm-wide waterfall and agile releases. Facilitated daily meetings with the project and testing teams and drove team deliverables to meet deadlines.

## Education

**M. S. in Business Analytics**

**Indiana University - Kelley School of Business**

December 2017

**B. S. in Chemical Engineering**

**The Ohio State University**

May 2013

**techniques and music**

**University Ambassador**

**technology**

**Tech Corps**

Holland, OH

## Skills

SQL (2 years), SAS (1 year), Serial Attached SCSI (1 year), ACCESS (Less than 1 year), C++ (Less than 1 year)

## Additional Information

SKILLS

SAS R Microsoft Excel Tableau   
SQL Matlab Microsoft Access Java   
Python Machine Learning Statistics C++

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# Senior Data Steward/RN, BSN

Locust, NC

Authorized to work in the US for any employer

## Work Experience

**Senior Data Steward/RN, BSN**

**Premier Inc.**

Charlotte, NC

March 2011 to Present

## Education

**Bachelor's**

## Skills

microsoft office (8 years), SQL (7 years), Healthcare (10+ years), Database Management (7 years), Information Technology (7 years)

## Military Service

**Service Country:** United States

**Branch:** Army National Guard

**Rank:** Specialist E-4

June 1989 to June 1993

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# Business Operations Associate/Data Steward/Security Steward

## Business Operations Associate/Data Steward/Security Steward

Fairmount, IN

Currently seeking, part, full or contract work in the Indianapolis area.

Authorized to work in the US for any employer

## Work Experience

**Business Operations Associate/Data Steward/Security Steward**

**Eli Lilly and Company**

Indianapolis, IN

December 1989 to May 2017

Participated in multiple GBIP Releases (Release 10 - 25) by identifying activities needed, coordinating efforts across functional groups and by writing and reviewing appropriate procedures, records and documentation. Have since acted as informal contact by communicating release information and assessing impact to supported area and monitoring and troubleshooting any resulting issues. Have been involved in associated Data Load activities, including system extraction, data clean-up and dataverification. Acted as Data Steward by managing critical data records in the SAP Material Master, performing training as SAP Power User and SME for PR&D community (primarily Development Raw Materials and Global Packaging groups). Also acting as Local Security Steward for SAP for all of Process Research and Development part of which was complete of Security redesign for streamlining and optimizing security access for all of Development personnel. Co-Developed and managed Trackwise Change process for managing Supplier changes in SAP and with purchased materials. 

ADM Global Data Steward/Computer System Specialist Specialist   
• Functioned as primary Development Global and Local Data Steward and SME for creation of master records in ADMIN/LIMS (Analytical Data Management/Laboratory Information Management System) including item records and analytical property records. Acted as Local Data Steward for PR&D, IBO and Clinton after these positions were vacated and not backfilled. Acted as ADMIN/LIMS coordinator for implementation of Item codes for the Raw Materials Team and back-up method coordinator while ensuring conformance to Corporate and Local SOP's.   
Load Set Developer/LIMS Specialist   
• Worked with PPD Community to develop, use and troubleshoot load sets. Necessary tasks included learning GCDS (Basic and Advanced) and ADMIN/LIMS courses (Perform Test Run and Analysis and Load Set Developer for which I also became the primary trainer). While building the load set business I also contributed to the Knowledge Process Team by writing/coordinating DSOP 19 and DSOP 33 and learning and backing up GMP Archives while position was vacant. With the recent departure of a co-worker, I also completed the implementation of PPD NIMS and learned and began functioning in an ADMIN/LIMS Global Data Steward Role (including the creation of Item and Analytical Property records). 

SR. Laboratory Technician   
• Performed Routine Stability and Cleaning Validation assays including LOD, KF, ROI, TOC, UV/Vis, MicroBCA(Total Protein), NAT's, TLC, and extractions. Performed and assisted in Method Development and New Instrument IQ/OQ. Trained and coached new Technicians and helped to develop their Training Curriculums and Performance Plans. Coordinated Year 2000 activities for the lab including software and hardware upgrades. Purchased most of the necessary lab supplies. 

Process Analytics Technician   
• Provided Production Support to Insulin Production/Purification plant. Perform lab experiments and data analysis to support instrumentation changes and improvements. Coordinate installation and provide necessary training and follow-up support for new and existing equipment. Work with vendors on development and negotiation of purchase of new equipment. Maintain Departmental Charge Cards and perform purchasing duties in company's purchasing system.

**Pharmacy Technician**

**Hank's Mini Drugs**

Marion, IN

1989 to December 1989

Assisted Pharmacist in ordering, customer service, and dispensing in Pharmacy. Also ran retail portion of store, including cash register.

## Education

**Bachelor of Arts in Chemistry**

**IUPUI**

Indianapolis, IN

August 1981 to August 1996

## Skills

SAP integration, basic Business Objects reporting, MS proficiency. (10+ years)

## Additional Information

• I have an education in Chemistry with many classes in Computer Programming and Biology. This education combined with the lab/production support skills that I have acquired while working in a Pharmaceutical Production Plant for 6 years and then a Pharmaceutical Product Development Lab have given me a solid background in Analytical Chemistry that includes experience with installation/support/trouble-shooting of analytical instrumentation, computer integration of instrumentation, and implementation of and training of operators and technicians on new equipment and technologies. This experience includes work with HPLC, GC, NIR, Optical Density, LOD, Karl Fischer Assays, Non Aqueous Titrations, Total Organic Carbon Analyzers, Total Protein Cleaning Validation, and various Chemical Characterization Assays (ROI, Heavy Metals, etc.). I have since developed a reputation as an 'SAP expert' after becoming the initial user and of SAP ion the Development Organization. This required the establishment of all purchase Raw Materials for Clinical Trials, Coordination of setup of Purchasing and Quality Information records and monitoring of materials movements. I have worked with all levels of persons, including shops/craft people, Senior Scientists, Engineers and Management. Until my latest job transfer, I was very active for five years in the tour guiding program in our building. This entailed touring and explaining our process to everyone from diabetic children to CEO's of Chemical companies.

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# Data Steward

## Data Platform Security Intern - PayPal Inc

San Jose, CA

## Work Experience

**Data Steward**

**Pure Storage**

Mountain View, CA

September 2017 to Present

**Data Platform Security Intern**

**PayPal Inc**

San Jose, CA

January 2017 to August 2017

• Develop Python script to automate weekly maintenance of online SRE dashboard to facilitate team's progress toward KPI goals   
• Incorporate SQL Developer and PL/SQL scripting to manipulate data across different databases located on more than 650 Oracle hosts to maintain data integrity   
• Monitor Oracle Enterprise Manager daily to manage and work with more than 14,000 database targets, ensuring quality performance globally across the site

## Education

**Silicon Valley Rated**

**De Anza College**

Cupertino, CA

January 2017 to Present

**Foothill College**

San Francisco, CA

February 2016 to September 2016

**Skills and Business Communications**

**The program includes college**

## Skills

LINUX (1 year), MICROSOFT EXCEL (2 years), MICROSOFT POWERPOINT (2 years), OUTLOOK (2 years), Python (1 year), SQL, Oracle Database (1 year), Oracle Enterprise Manager, Salesforce (1 year), Data Analysis (1 year)

## Additional Information

RELEVANT SKILLS   
Software Technical   
• Microsoft Excel, Pivot tables/charts, Advanced Formulas, Functions, V-Lookup and graphs   
• Microsoft PowerPoint, Outlook, Word: Advanced Formatting   
• Google Apps: Docs, Slides, and Sheets   
• Python, SQL, Linux   
• Tableau, Data Visualizations, Dashboards   
• Oracle Enterprise Manager, Oracle Database   
• JIRA, Service-Now Tickets

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# Data Steward

## Steward - Strong

Portland, OR

Extremely motivated graduate with a strong background in mathematics and analysis and a desire to put those skills to use in the business sector. Experienced in data harmonization, data entry, and application of taxonomies to unstructured data. Strong leadership skills with ability to lead teams and manage projects to completion.

## Work Experience

**Data Steward**

**LKO Management Consulting**

June 2014 to Present

● Client Relationship Management (CRM)   
○ Responsible for researching, updating and augmenting client relationship data for AmLaw 100 law firm. Assisted with the integration of partner contacts into CRM system   
● Law Firm Experience Management   
○ Assisted AmLaw 200 law firm with the extraction of matter experience   
descriptions from business development proposals and population of relevant   
data into structured matter experience database Managed review of two years   
worth of data and provided instruction to other team members.   
○ Assisted AmLaw 100 law firm with the application of a newly developed   
taxonomy to existing experience management records for both litigation and business transaction matters.   
○ Intranet Development - Assisted AmLaw 200 law firm with development of intranet wireframes using Balsalmiq mockup tool

**Counselor**

**Nike Swim Camp**

Portland, OR

June 2016 to 2017

Helped improve the technique of attendee swimmers by providing advice and insight   
● Ensure safety of campers both at the pool and during down time

**Volunteer**

**Race For the Cure**

Portland, OR

September 2014 to 2016

Assisted in handing out water and redirecting traffic

**Sales**

**Banana Republic**

May 2013 to August 2013

● Worked with customers on the sales floor and at sales register to ensure good shopping   
experiences   
● Assisted in management of store inventory

**Lifeguard**

**MeadowCroft**

Norwell, MA

June 2012 to August 2012

Assisted instructors and other counselors in providing a safe pool environment for campers   
● Chaperoned camp field trips

## Education

**BA in Mathematics**

**Lewis College**

Portland, OR

September 2013 to August 2017

## Skills

Stewarding, Data Management, Data Governance