

Skills

- Excel (VLOOKUP, Conditional Formatting, Pivot Tables)
- VBA
- Microsoft Project
- Visual Studio Code
- Microsoft Power BI
- SQL
- Python
- Tableau
- HTML/CSS

Experience

PROGRAM ANALYST

MAR 2022 – PRESENT

- Provide data analysis products to inform business decisions, such as projecting cash flow, FTE analysis, and program performance
- Create and maintain documentation, designs, requirements, and references to support business intelligence processes
- Identify improvements to business processes, particularly by integrating automation and technology
- Building and updating schedules, tracking project progress, and attending/conducting status meetings with leads while supporting the implementation of EVM standards

DATA ANALYST & BUSINESS CONSULTANT

FEB 2018 – PRESENT

- Identify and track client key performance indicators (KPIs) to allow data driven management
- Acquire data, perform ETL functions, and maintain data models and visualization solutions
- Develop and implement data analysis processes to optimize efficiency and quality
- Learn client business processes, identify process limitations, and develop specific improvements
- Provide insight in corporate structure, risk management, business development, and process management

COST ANALYST

JUN 2017 – FEB 2022

- Use MS Office and VBA to streamline workflow for Business Development and Program Management
- Perform cost/price evaluations, and writing/editing proposal volumes for Business Development
- Gained experience with proposals, budgeting, and various cost and price analysis practices
- Learned basics of VBA to automate various steps of analysis processes

ADMINISTRATIVE ASSISTANT

DEC 2014 – FEB 2018

- Developed a job costing system to record efficiency, calculate price increases, and determine productivity
- Familiarized with employee compensation and employee bonus/incentive regulations
- Managed customer files, created invoices, sales orders, and proposals, and tracked timesheets
- Performed accounting duties such as accounts payable, accounts receivable, and account reconciliation, including petty cash

RETAIL INVESTOR & TRADER

JUN 2013 – PRESENT

- Created a portfolio management system using Excel and the thinkorswim trading platform
- Investing experience includes real estate and equities (stocks, ETN/ETFs, mutual funds)
- Trading experience includes currencies (Forex) and equities (ETN/ETF), primarily using thinkorswim

DATA ENTRY

2012 – 2014

- Transcribed data oriented in table format stored as PDF files into spreadsheets and updated the data
- Updated technical drawings stored as PDF files from their previous iteration to their current iteration

Academics

ASSOCIATE OF ARTS IN ECONOMICS, WITH HONORS

ASSOCIATE OF SCIENCE IN ACCOUNTING, WITH HONORS

ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION, WITH HONORS