



# CHARLES E. ADKINS

Please visit: [Professional Portfolio Webpage](#)

## EXECUTIVE SUMMARY

A results and team-oriented professional with 10 years of proven work experience, with a record of accomplishments in data analytics, regulatory compliance, renewable energy, and safety management.

### TECHNICAL APTITUDES

#### Technologies:

HTML, CSS, R

#### Frameworks:

Flask, Django, Bootstrap

#### Tools:

RStudio, Power BI Desktop, Cognos,  
Lucidchart, Visio, Excel, ServiceNow,  
SAS

Database: SQL, MS SQL Server

### EDUCATION

#### CompTIA Security+ Certified

- Expires 2025

#### Master of Science: Data Analytics

- Class of 2020

#### Bachelor of Science: Computer Science

- Class of 2022

#### Bachelor of Science: Environmental Science

- Class of 2017

#### US Navy RCTQS: Nuclear Systems

- Top Graduate

#### Software Development: Full Stack

- Coding Dojo

### ANALYTICAL SKILLS

Operational Risk Management (ORM)

Data Assessment and Optimization

Machine Learning (Regression, Random Forest, Association Analysis, SVM)

Visualization and Presentation

Quality Assurance (QA)

## **PROFESSIONAL SUMMARY**

### **Leads Management Analyst**

AEP Energy  
06/2021 - Present

- Manages Dynamics 365 CRM system optimization efforts, develops systematic approaches to locate data inconsistencies, duplicates and methods to retrieve tailored search results to allow for sales teams to make data-driven decisions
- Manages the organizations monthly customer data ingestion process, utilizing MS SQL Server, Customer Insights and D365, which consolidates data from several different utilities and regions into a comprehensive list that provides the sales teams with leads data for potential new lines of business
- Developed the organizations first-ever sales pipeline and coaching feedback Power BI reports and dashboards, which provided transparency into business line forecasting, and highlighted business areas that could be improved through behavioral and technical aptitude adjustments

### **NERC CIP Compliance Analyst**

American Electric Power - TEKsystems contractor  
11/2020 - 06/2021

- Develops and manages technical process documentation, workflow processes, performance metrics and internal controls, using Cognos and Power BI, that assists regulatory compliance team members, as well as other BU members, accomplish daily tasks that involve analyzing and addressing security vulnerabilities, critical infrastructure protection and asset management.
- Maintains and supports the organizational cyber security program by protecting cyber assets, as it relates to physical access, virtual access, authorization protocols, malicious code prevention measures, as well as asset password validations.
- Analyzed asset security baselines, procedures, processes, and other strategies that effectively protect cyber assets, while ensuring reliable and consistent system operations.
- Understands and addresses software and system vulnerability processes, assists in vulnerability patches through a process lifecycle, and ensures that all relevant software, local account authorizations and protocols, ports and services, network access authorizations and other verification standards are in compliance with enterprise-driven policies.

**MS Data Analytics Student**  
Southern New Hampshire University  
12/2018 - 08/2020

- Efficiently contextualizes data, interpret data trends, and supports data-driven decisions, of which are supported by data mining, machine learning and visualization done in RStudio and Power BI.
- Proficient in theory and action regarding concepts which include Software Development Lifecycle (SDLC), Enterprise Data Management (EDM), Database Management, Exploratory Data Analysis (EDA), Decision Methods and Modeling, Data Visualization, Project Management, Process/Workflow mapping, Reporting and Presentation, Data Optimization, Risk Assessment, and Predictive Analytics

**Nuclear Projects Analyst**  
Department of Defense  
04/2018 - 03/2019

- Collected and analyzed radiological and environmental data for the purpose of time-series analysis, auditing and to support departmental data-driven decision making processes, while referencing and maintaining operations within regulatory standards established by Naval Nuclear Propulsion Program (NNPP), Naval Reactors Organization (NRO), Environmental Protection Agency (EPA) and the Department of Transportation (DOT)
- Served as technical consultant during requirements configuration, data governance and quality standards development, testing and debugging processes for nuclear system maintenance evolutions, environmental monitoring tasks and public health protection efforts (NAVSEA personal radiation exposure and monitoring regulations)
- Analyzed and interpreted work plans, vessel and worksite specifications, technical work documents and procedures pertaining to an agile/waterfall methodology workflow
- Prepared and presented conclusive reports, project results and dashboards to managerial members and colleagues alike, using Power BI, while also initiating innovative approaches to improve business processes and project procedures

**Lab Instructor**  
MAD Science LLC  
09/2017 - 01/2018

- Educated students in chemistry-based concepts, proper utilization of various forms of personal protective equipment (PPE), laboratory safety procedures and approved methods for both the handling and disposal of chemical compounds
- Instituted mentor programs between team members to increase productivity and to encourage a 'paired-programming' atmosphere

**Operations Manager**  
United States Navy  
02/2012 - 02/2017

- Provided oversight during installation risk assessments and counter-surveillance and security operations onboard a 13,500-acre Naval Installation under the Commander, Navy Installations Command (CNIC), which consisted of 600+ civilian and military members, 947 buildings, 13.5 miles of shoreline and 38 miles of perimeter fencing
- Evaluated personnel training cycles, asset management protocols and relevant operational procedures in relation to inventory control and management in material sectors, totaling ~\$5 million worth of technical equipment, with zero discrepancies throughout several audit cycles
- Reviewed and enforced Uniform Code of Military Justice (UCMJ) regulations applicable to both active duty members and DoD contractors aboard the installation by adhering to the appropriately established Standard Operating Procedures (SOPs), instituted by the Commander, Navy Installations Command (CNIC), resulting in zero member casualties and zero violations leading to court martial decisions
- Trained and evaluated technical knowledge (security posture enforcement procedures, UCMJ regulation adherence, Installation SOPs, departmental SOPs, safety protocols) of 70 employees in pursuit of advancing qualifications, resulting in 100% advancement