



CHARLES E. ADKINS

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, nuclear 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

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 (Time Series, 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
- Creates ad-hoc dashboards that provide sales teams, leadership and stakeholders with captivating and precise visualizations that assist members in their operational 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, which provided transparency into the current sales funnel to allow for business line forecasting, highlighting sectors of potential new business and areas of improvement for behavioral and technical techniques used by sales representatives in day to day operations

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 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
- 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, while also initiating innovative approaches to improve business processes and project procedures
- Collaboratively developed reports and resource allocation solutions for both technical SMEs and non-technical team members and stakeholders

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 (Armory inventory (1,250 small and crew-served weapon systems, 900 pieces of specialized electronic equipment, 150,000 rounds of ammunition and explosives), 10 waterborne vehicles and 35 various-terrain vehicles) 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