# Alexander Clark

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## Skills - [Portfolio Link](Portfolio Link)

**Data Management:** SQL, Cognos, Microsoft Excel, Microsoft Access

**Data Analytics:** R, Python

**Data Presentation:** Tableau, Spotfire, Microsoft PowerPoint

**Communication:** Markdown, Microsoft Outlook, Microsoft Word

**Project Management:** Git, Trello, Asana

## Experience

NOVEMBER 2018 – PRESENT

### Sr. Information Analyst – College of Arts, Sciences and Engineering [University of Rochester, Rochester, NY]

- Combine and manipulate complex data sets using student, faculty and course section data from multiple data sources
- Utilizing R to perform statistical analysis of data
- Interpret/organize results into meaningful reports for senior leadership and department heads
- Work with the University-IT data warehouse team to perform ongoing data warehouse testing and refinement to ensure data integrity
- Develop and enhance standard reports using the Cognos data warehouse and Tableau
- Develop standard reports and templates that can be self-serve reports for end users
  Collects, analyzes, and reports SAT and ACT scores for IPEDS and US News reporting

OCTOBER 2016 – NOVEMBER 2018

### Sr. Information Analyst – Business Intelligence [University of Rochester Medical Center, Rochester, NY]

- Leverage technical knowledge to improve efficiency of creating reports
- Utilizing R, Python and VBA to automate reports
- Deep dive analysis, tracking patients full stay and costs related to stay, to justify FTE requests
- Pulling data and analyzing for end users
- Chosen to be lead analyst to present E-chiefs applications
- Complete annual surveys to the IRS and US News
- Presented to end users and Strong Memorial Hospital COO, CFO
- Lead consultative meetings to program administrators
- Work daily with multiple large healthcare datasets
- Develop applications in Spotfire
- Create and maintain team SharePoint site

- Compile data and complete ad hoc requests as needed

NOVEMBER 2015 – OCTOBER 2016
## Staff Accountant - Dentistry [University of Rochester Medical Center, Rochester, NY]

- Lead internal control processes for $2 million entity
- Reconciled general ledgers of 5000+ transactions monthly
- Evaluated, compiled and reported variances across 11 departments
- Adjusted 15+ journal entries each month to ensure accurate financial reporting
- Met with administration teams in departments to discuss ledgers, revenue and implement changes in financial reporting

SEPTEMBER 2014 – OCTOBER 2015
## Transmissions Specialist [Paychex, Rochester, NY]

- Built Access databases to aid with tracking issues and increase file processing efficiency
- Coordinated and worked closely with IT to identify areas for process improvement to reduce inefficiencies and mitigate risk of all internal systems
- Reported issues and resolutions to managers, directors and IT
- Developed, presented, implemented and tracked action plans to resolve larger issues within the department
- Transmitted $600 billion to banking partners via ACH/EDI
- Communicated high-impact file processing and transmitting issues to IT

# Education

EXPECTED GRADUATION – JANUARY 2020
## Master of Data Science [St. John Fisher, Rochester, NY]

AUGUST 2014
## Bachelor of Science in Finance [St. John Fisher, Rochester, NY]

MAY 2011
## Associates of Science in Liberal Arts [MCC, Rochester, NY]