

# Alexander Clark

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## Skills - [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

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## Experience

NOVEMBER 2019 – PRESENT

### **Database Specialist – Dixon Schwabl Advertising** **[Rochester, NY]**

- Server maintenance including SQL server database creation, structure, maintenance, and inbound/outbound data flows.
- Supports the management of Tableau server environment including dashboard access and users.
- Daily monitoring of data connections to ensure reliability and accuracy.
- Primary backup to Data Architect, supporting the building and maintenance of complex database systems for business intelligence and marketing applications for Dixon Schwabl and clients.
- Data security practitioner who manages user access to data systems, working with vendors and internal team to create and execute security measures that comply with national and international privacy regulations, and mitigate risks presented by natural disasters and hacking activity Integration of existing APIs and supports the development of new ones for data transfer and customization
- Creates efficiencies and develop solutions, automating activities.
- Writing, editing and deploying scripts using data workflow software such as SSIS, Alteryx, etc. as well as custom solutions as needed (Python, R, etc.).
- Utilizes APIs (REST, SOAP, etc.).

NOVEMBER 2018 – NOVEMBER 2019

**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

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## **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]**