

# David G. Riegger

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## Education

- Google Career Certificates January 2022  
Google Data Analytics Professional Certificate
- University of Arizona December 2020  
Bachelor's in General Studies Major with Emphasis on Science, Technology, Health & Society

## Skills and Certifications

- Proficient in programming in VBA, SQL, HTML/CSS, JavaScript, Python, C++, MATLAB.
- Expert in Excel, including Excel's functions, VBA programming for excel, multi-sheet financial records, etc.
- Worked in many different databases, including MoveOn, CaseWare, Blackbaud's Raiser's Edge, Box, etc.
- Languages: German (Proficient); Mandarin (Elementary ); French (Elementary)

## Experience

- Tax File Database Support Staff June 2020 – July 2021  
Company: Keegan Linscott, & Associates, PC (Tucson, AZ)
  - Created, set-up, and managed the database for tracking physical and digital files using Excel and VBA.
  - Digitized remaining tax files with sensitive information by an appropriate system of data entry into the CaseWare Tax Information Database.
  - Helped managing partners with vital tasks such as research, organizing physical and digital tax files.
- Database Support Staff: Database Creation and Management May 2018 – December 2020  
Company: University of Arizona: UA Global International Partnerships (Tucson, AZ)
  - Transferred all UA Global's partnership information from the in-house database, which contained more than 75,000 points, to a third-party database using a combination of Excel, VBA and SQL.
  - Managed and created a database system that would more accurately and effectively store data.
  - Maintained management of databases, including adding new data points, alteration of current data points, uploading of relevant documents, and removal of data.
  - Managed sensitive data in both paper and digital forms.
- Seasonal Summer Administrative Staff Assistant July 2016 – August 2017  
Company: Philmont Staff Association - Philmont Scout Ranch (Cimarron, NM)
  - Promoted to Personal Assistant to the Director.
  - Responsible for data management of memberships, including the alteration and addition of memberships using Blackbaud's Raiser's Edge Database, Microsoft Excel, and Word.
  - Handled payments from in-person, mail, and online purchases for merchandise, donations, and memberships.

## Leadership Experience

- Boy Scouts of America April 2008 – July 2016  
Midland, Michigan & Singapore
  - Eagle Scout (Double Gold Palms): Highest rank achievable. Planned, led, and implemented significant community service projects. Lead and instructed younger scouts.
  - Order of the Arrow: Boy Scouts of America's Honor Society. Member and clan leader. Planned and led meetings for older, more experienced scouts.
  - Senior Patrol Leader: Planned, led, and ran Scout meetings and Scout outings for 50+ member Troop.
- Hall Council President January 2016 – May 2017  
University of Arizona, Pima Hall (1 semester) and Babcock Dorm (2 semesters)
  - Organized weekly hall council meetings, monthly hall wide events, and campus wide events.

## Community Service Experience

- Scouting Community Service April 2008 – March 2015  
Singapore, Michigan, Malaysia, Indonesia, Arizona, Germany, etc.  
Over 350+ total hours of community service through Scouting
  - Helped environmental clean ups, building bridges, flowerboxes, and water filtration systems, planting Mangroves, etc.