

# Dexter Myles

**Phone number:** 803-524-4477

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## SKILLS

MS SQL Server  
Data Analysis  
Git  
Power BI  
Power Automate  
Excel  
VS Code

## WORK EXPERIENCE

03/2021 – PRESENT    REMOTE

### **Global Business Program Manager** **Microsoft (Leap Apprenticeship Program)**

- Manage the monthly Scorecard process to insure Data is received for integrity, accuracy, and completeness using KPI to make live to Power BI Dashboard for stakeholder groups.
- Manage the daily process to ensure External Stake understand the accountability for updated their data in the desired format and adhere to desired Taxonomy and Definition.
- Update SQL Database with corrections that are needed for the data and maintenance of the Database.
- Execute SQL Queries for the daily Data Mismatch Status Reports, the team will receive a report of what data was cleaned.

10/2019 – 03/2021    CHARLOTTE, NC

### **Compliance Data Analyst** **BrightHouse Financial**

- Compile data and provide daily analysis of various regular and adhoc service delivery results to management for review and determination.
- Create reports and present on projects, production issues, budgets, and resource allocation.

02/2019 – 07/2019    CHARLOTTE, NC

### **Operations Associate** **Ally Financial**

- Review client trade confirmations and account statements that are used in the monitoring process. Responsible for performing various functions to help process firms staff and clients

06/2017 – 10/2018    CHARLOTTE, NC

### **Investment Service Specialist** **Mass Mutual Financial**

- Researching, auditing requests, processing work and/or retrieving data or correspondences from files as requested within an appropriate time frame.

## PROGRAMMING LANGUAGES

Python  
JavaScript  
SQL  
HTML  
CSS

## STRENGTHS

Oral and Written Communication

Adaptable

Team Building

Committed to Lifelong Learning

Reliable and Consistent

Analytical Thinking

## Social Media



@DexterTMyles



@DexterMyles

## EDUCATION

06/2012 – 06/2014    ROCK HILL, SC

### **Diploma** **South Pointe High School**