Dexter Myles

Phone number: 803-524-4477
Email address: DexterMyles18@gmail.com
Web: https://www.dextermyles.com/

SKILLS

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

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

WORK EXPERIENCE

03/2021 – PRESENT   REMOTE
Global Business Program Manger
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.

EDUCATION

06/2012 – 06/2014   ROCK HILL, SC
Diploma
South Pointe High School