

ROBERT SMITH

Administrative Analyst/Project Lead

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SUMMARY

Administrative Analyst/Project Lead with about 9+ Years of experience Professional experience in IT industry as Technical Lead, OBIEE Technical Consultant, System Development, Oracle Developer, Data Modeler. Have in-depth knowledge in Data analysis, Data warehousing, and ETL techniques, UNIX Perl Scripting, PL/SQL scripts. Experience in Designing, Developing, Documenting and Testing of ETL Jobs and Mappings in Server Jobs in SSIS to populate tables in Data marts.

CORE COMPETENCIES

Data Modeling, OLTP, OLAP, MS Office Suite, VuGen, UTL_FILE Package, Clear Case, Siebel Clinical Trials, MS Visual SourceSafe, Source Control, MS Visio, Windows System Monitor

PROFESSIONAL EXPERIENCE

Administrative Analyst/Project Lead

ABC Corporation - October 2010 – Present

Key Deliverables:

- Maintaining full ownership of operational aspects of campaign and project execution and reporting in Workfront, ensuring that work is on time and on budget.
- Conducting project meetings and is responsible for project tracking and analysis.
- Providing day-to-day work guidance to the project team, which may include internal agency employees, vendors/contractors, and hired consultants.
- Organizing, planning, and leading campaign and project status and progress meetings, documenting project summary, and providing Account Manager and/or senior leadership ongoing updates concerning campaign and project completion.
- Responsible for preparing project budget and managing fiscal performance to plan, ensuring campaign and project costs are controlled and carefully monitored, both hours, and dollars.
- Effectively managing multidisciplinary teams, which may consist of creatives, technologists, media experts, data analysts, etc.
- Monitoring out-of-scope requests and initiating additional estimates and approvals.

Project Lead/ Sr. OBIEE Developer/Admin

ABC Corporation - May 2010 – October 2010

Key Deliverables:

- Gathered business requirements by interacting with the business users, defined subject areas for analytical data requirements.
- Customized the Obiee repository (physical, BMM, and presentation layers).
- Created connection pools, imported physical tables and defined joins in the physical layer of the repository.

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- Modified the presentation layer to add presentation tables and columns to meet the business user needs.
- Used the security settings in Siebel analytics admin tool to set up users, groups and access privileges.
- Customized reporting with Obiee answers and integrated them into the dashboards.
- Created dashboards with global prompts, column selectors, navigation, and automatic drill-down.

EDUCATION

- Master's in Computer Science And Information Technology - 2009 (Arkansas Tech University - Russellville, AR) Bachelor's in Computer Science & Information Technology - (Jawaharlal Nehru Technological University) Certificate - 1992 (Texas Technical High School)