

Robert Smith

Data Management Analyst/Supervisor

PERSONAL STATEMENT

Seeking an Administrative/Clerical position in which can utilize skills and talents to benefits the organization.

WORK EXPERIENCE

Data Management Analyst/Supervisor

ABC Corporation - September 2013 - June 2015

Responsibilities:

- Develops and executes test plans and scenarios and identifies testing defects and issues.
- Represents department in cross department efforts and works collaboratively with cross functional business planning team to address departments' data and reporting needs. Communicates project status and provides updates to department management.
- Evaluates and monitors department's metrics and proactively documents trends with a detailed description of possible business impact.
- Demonstrates ability to create and run simple queries selecting data elements, and filtering and sorting the data and validates accuracy of data requirements throughout the SDLC process.
- Promotes compliance of Data Governance Committee directives through education and awareness efforts with department staff to ensure effective decision making related to data projects and performs as a data management advocate within the business unit and at the enterprise level.
- Documentes and reportes data quality problems while ensuring a high degree of accuracy in a detail-oriented environment.
- Analyzes analytic data on patient demographics, costs, utilization of healthcare services, drug.

Data Management Analyst

Delta Corporation - 2012 - 2013

Responsibilities:

- Run all the reports for the WellPoint account for the Jeffersonville and Orlando offices.
- Create extensive spreadsheets to calculate figures for the workforce team.
- Innovate and develop new ways to calculate the reports to facilitate ease of use for management.
- Communicated with businesses and vendors collecting correct data Organized and delivered data to appropriate department Participated in meetings to .
- Service Virtualization via Parasoft Virtualize - Subject Matter Expert Configure and deploy HTTP/S traffic proxies on Linux servers XML message .
- Load data from third party sources into Morningstar system -- Reconcile

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office Suite,
Typing 65 WPM.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

positions by trouble-shooting data and resolving issues -- Prioritization of .

- Process all Daily files from Agencies/Attorneys Demographic updates Payment updates Bankruptcy and Deceased updates Communicate all errors and file .

Education

BS- (Washington and Lee High School Montross - Montross, VA)