Michael Lee

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Capable and reliable data analyst with three years of experience. Team player, attention to detail and highly motivated to work for an organization that will provide an opportunity to enhance my skill set and add value to the company.

EDUCATION

JAMES MADISON UNIVERSITY, Harrisonburg, VA
Bachelor of Business Administration in Computer Information Systems, May 2018

SKILLS

- Skilled in Python, Java, SQL, and MS Office
- Familiar with Unix/Linux, Tableau, AWS, PgAdmin, ASP.NET, C#, HTML, CSS, Bash Shell, VIM text editor

TRAINING & CERTIFICATIONS

- Hands on Tableau Training for Data Science (In Progress)
  Udemy (Online)

PROFESSIONAL EXPERIENCE

REYNOLDS & REYNOLDS, Dayton, OH

A company that specializes in supporting automotive retailers in all functions of business. Store customer data on a Data Management System that works in conjunction with other software intended to support business functions in F&I, retail, accounting, parts & service, and more.

Technical Data Analyst, July 2018 – May 2021

- Facilitate the conversion of data and documents from competitive systems to Reynolds Data and Document Management System
- Developed Python programs for custom document conversions that extracts metadata from various formats, such as CSV and XML files, and associated it with the proper documents
- Convert various formats of customer data from competitive systems into PICK Databases by utilizing and modifying Universe programs
- Refined project procedures to increase efficiency of the group by creating and updating internal documentation of projects to streamline processes as well as documenting issues and their resolutions
- System Administrator of an internal server, duties include preparing the system for upgrades, acquiring and maintaining randomized data for test stores, and maintaining backup processes
- Trained other associates on the various conversions that we perform as well as leading training classes to provide information about our Document Management System and conversions relating to it