

NICHOLAS WIGGINS

DATA ANALYST

PROFESSIONAL SUMMARY

Dynamic leader with a proven track record at the Department of Defense, enhancing acquisition management through advanced data analysis and risk assessment. Expert in leveraging tools like Tableau for insightful decision-making, coupled with exceptional project management skills. Achieved significant process optimizations, demonstrating strong analytical thinking and effective communication.

EXPERIENCE

Supervisory Acquisition Management Specialist

August 2024 - Present | Department of Defense, Alexandria, VA

- Leveraging Looker to track COR performance metrics, identified training needs, and improved the DoD OIG's COR program effectiveness, resulting in a 15% increase in compliance within six months.
- Oversee contract administration, utilizing data analysis techniques and risk assessment methodologies to assess risk, identify potential issues in contract execution, and inform acquisition planning decisions
- Developed data-driven strategies that streamlined COR program processes, improving overall efficiency by 8% and optimizing resource allocation.

Management Analyst

May 2022 - August 2024 | Cybersecurity Infrastructure Security Agency, Arlington, VA

- Performed ongoing data analysis to monitor and evaluate the effectiveness of acquisition and procurement functions, leading to a 5% reduction in procurement cycle time and a 3% reduction in acquisition costs within a year
- Utilized interactive dashboards in Tableau and Looker to communicate key acquisition metrics and trends to stakeholders, facilitating data-driven decision-making
- Managed the OEDIA budget, overseeing \$20 million in budget requests and spend plans, leveraging @RISK for probabilistic modeling of budget scenarios

CONTACT

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SKILLS

- R
- Python
- SQL
- Excel
- Access
- Google Scripts
- SAS
- @RISK
- Tableau
- Ggplot2
- Looker
- Mapbox
- Supervised Learning
- Unsupervised Learning
- Classification
- Hypothesis Testing
- Regression Modeling
- Time Series Analysis
- Causal Inference
- AWS
- Google Cloud
- Oracle
- Microsoft Dynamics

Operational Specialist - Tax Solutions

November 2022 - August 2023 | XY Planning Network, Remote (Bozeman, MT)

- Utilized data analytics to optimize the advisor and client journey, improving client satisfaction by 10% and advisor retention by 5% within six months
- Implemented data-driven strategies to improve data collection, billing, and CRM activities, increasing operational efficiency by 15% and improving data accuracy by 10%
- Analyzed usage data for key technology tools (Wufoo, Canopy, ConvertCalculator), resulting in a 12% increase in user engagement through targeted improvements

Acquisition Operations Manager

July 2018 - May 2022 | Department of Defense, Alexandria, VA

- Analyzed contract data for 17 IT procurements using R and Excel, informing strategic decisions that led to a 7% reduction in average procurement costs and a 10% reduction in lead times
- Developed predictive models, incorporating sensitivity analysis using @RISK, to assess procurement risk and optimize acquisition processes, implementing risk management internal controls for 7 programs
- Utilized automated data analysis tools using Google Scripts to improve efficiency in requirement documentation, reducing processing time by 20% and improving data accuracy
- Ensured 100% compliance with FAR/DFARS for \$55M in mission-critical requirements, resulting in successful contract awards

Acquisition & Utilization Specialist

September 2017 - July 2018 | Department of Veterans Affairs, Washington, DC

- Coordinated acquisition strategies with stakeholders, resulting in 100% on-time delivery for critical medical supplies
- Ensured procurement activities complied with FAR, VAAR, and other federal regulations, maintaining perfect compliance

Inventory Control Specialist

January 2016 - September 2017 | Metrohm USA, Inc., Riverview, FL

- Analyzed purchase data for 32,000+ item numbers using Excel and Access, achieving a 98% inventory accuracy rate, minimizing stockouts by 12%, and maintaining inventory goals
- Developed data-driven forecasting models that improved forecast accuracy by 10% compared to previous methods, ensuring timely procurement
- Processed purchase orders up to \$500,000, maintaining strong vendor relationships and ensuring consistent supply

Supply Administration and Operations Specialist

- SAP
- Predictive Modeling
- Risk Management
- Process Optimization
- Project Management
- Data analysis
- Effective communication
- Analytical skills
- Budget Management
- Lean Six Sigma (Yellow Belt)
- Business analysis
- Teamwork and collaboration
- FAR/DFARS
- Decision-making
- Operational efficiency
- Market research
- Supply chain management
- Vendor management

June 2008 - February 2016 | United States Marine Corps, Camp Pendleton, CA

- Utilized Excel and Access to analyze supply and inventory data, maintaining 99.5% accuracy in inventory records for \$28 million worth of equipment
- Reviewed and analyzed monthly field changes, reducing system-processing errors by 5% and improving data integrity
- Maintained fiscal accountability of \$1.3 million through accurate accounting and supply documentation, achieving 100% accuracy and preventing any loss of funding

EDUCATION

Master of Science in Data Analytics and Policy

December 2024

Johns Hopkins University

Relevant Coursework

- Machine Learning Methods and Applications
- Data Visualization
- Cloud Computing in the Public Sector
- Probability and Statistics
- Quantitative Methods

Google Data Analytics Certificate

October 2022

Coursera, US

Master's in Business Administration in Operations Management

May 2017

American InterContinental University

Bachelor of Business Administration in Accounting

May 2013

American InterContinental University

WEBSITE, PORTFOLIO AND PROFILES

LinkedIn: <https://www.linkedin.com/in/nickwiggz>

Github: <https://github.com/NickWiggz/Data-Analytics-Portfolio/blob/main/README.md>