

Samir Thomas

Data Analyst

- Portfolio Snapshot
- samirjthomas@gmail.com
- 305-322-3606
- Arlington, VA (DMV)

Storyboard Links



Skills

Data Analytics:

- Data grouping, cleaning, wrangling, merging, deriving, integration, and transformation
- Descriptive analysis, Predictive Analysis, and Spatial analysis
- Statistical hypothesis testing
- Correlation analysis, Clustering, and Regression
- Business Intelligence
- Database Querying, Joining Tables, Subqueries, and Common table expressions
- Machine Learning - supervised and unsupervised

Professional:

- Public Speaking, Business Writing, Creative Critical Thinking, Time Management

Tools & Software

- Excel
- Tableau
- SQL
- Python & Jupyter Notebook
- Power BI
- Microsoft Office Suite
- Google Suite
- Teams, Slack, Discord

Education

Data Analytics Certification | 2023
Career Foundry, Remote

Masters in Public Administration | 2021
Florida International University,
Miami, FL

Bachelors in Anthropology | 2014
University of Florida, Gainesville, FL

Summary

Data analyst with demonstrated background working in the public sector with experience in governmental contract support, insurance data processing, and customer service. Skilled in data analytics, handling and processing sensitive data, following regulated protocols, and providing exemplary support to best serve my clients.

Data Analytics Projects

Data Analyst

Apr 2022 - Jan 2023

Preparing for Influenza Season | Excel & Tableau

- Analyze historical census and flu data to inform medical staffing agencies with data backed recommendations in preparation of the upcoming flu season
- Performed data cleaning, integration, and transformation in order to perform statistical hypothesis testing which led to the development of insights useful to shareholders

Rockbuster Stealth | PostgreSQL & Tableau

- Analyzed fictional historical data in order to better inform the Rockbuster Stealth Management Boards 2020 Company Strategy
- Executed CRUD commands to clean and analyze the data set.
- Performed tasks such as regional analysis within Tableau to create visualizations
- Created customer profile which easily identifies customers based on their city, country, amount spent, and number of movies rented

Instacart Co. | Python

- Performed exploratory analysis of customers behavior and sales patterns based on the Instacart data
- Used python script to perform data cleaning, wrangling, merging, and derived various flags that provided insights on Instacart spending habits
- Created visualizations within python using matplotlib, seaborn, SciPy, and folium libraries

Work Experience

Contract Specialist

Dec 2021 - Present

The Cadmus Group | Arlington, VA

- Provide contract administration to 30+ government contracts including T&M, ID/IQ, FFP, and GSA schedule contracts
- Develop, proofread, edit, and fact check legal documents weekly for accuracy and compliance with FAR regulations.
- Team member of the Costpoint accounting and contract management system integration team

Contract Support Specialist

Oct 2019 - Nov 2021

Florida Department of Transportation - North Dade Residency | Miami, FL

- Perform corporate and contract-specific reporting and information requirements through data management and administration of Cadmus' contracts database system
- Conduct quality assurance reviews on 30+ contracts on contract performance and documents to ensure compliance with Department procedure

Contract Analyst II

Nov 2018 - Oct 2019

Florida Department of Transportation - Professional Services | Miami, FL

- Created and published legal advertisements and solicitation documents, conducted public meetings, developed acquisition schedules and documents, request for proposal, and curated executed contract documents.
- Created the Technical Review Committee (TRC) training PowerPoint, as well as conducted 20 internal trainings to ~300 people

Commercial Lines Senior Processor

July 2015 - July 2018

Nationwide Insurance Company | Gainesville, FL

- Efficiently and accurately processed sensitive data into designed company databases, online web tools, and software's (Passport mainframe, Tableau, Merced, & Agent center)
- Member of the RCPS (Root Cause Problem Solving) analyst team during the company's transition to LEAN which researched complex business system process analysis, design, implementation, and operation.