**THEO DUBUS**

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**PROFESSIONAL SUMMARY**

* Experienced financial/data/business analyst: financial management, budget projections, general ledger administration, AP/RP, purchasing, billing, reimbursements, daily operations.
* MS Applied Economics and Finance, University of California Santa Cruz: Data management/analysis, machine learning, econometrics, public policy applications, Python, SQL, R, STATA.

**EXPERIENCE**

**IT/Business Analyst (September 2024 – Present)**

*Ellucian*

* Collaborated with financial and IT teams to deliver a fintech platform tailored for managing financial and personnel data at large public institutions.  
  Supported IT teams in deploying and refining production releases to ensure seamless functionality.
* Conducted comprehensive training for financial staff on new production environments and system features.
* Processed and analyzed financial and personnel data using Python, leveraging PyTorch and TensorFlow, and created visual reports with Excel and Power BI.
* Developed and optimized SQL Server queries to improve data operations efficiency.  
  Enhanced data analytics tools to meet evolving customer requirements in a fast-paced environment.
* Re-engineered legacy systems and workflows to align with modern software capabilities, improving overall system performance.
* Worked between Ellucian and Clark Atlanta University, an HBCU, ensuring commitment to diversity, equity, and inclusion in everyday business.

**Financial Analyst II (September 2022 - August 2023)**

*Environmental Health and Safety, University of California, Santa Cruz*

* Prepared budget projections, free cash flow forecasts, and contract summaries to inform Director and AVC decision-making and policy implementation.
* Created journals and managed the general ledger supporting daily operations, including forecasting and cost management.
* Created purchase orders, managed contracts and change orders, and reconciled transactions.
* Managed financial operations including AP/RP, purchasing, internal billing, travel/entertainment reimbursement forms to support customer needs using SAP Business Objects and other platforms.
* Managed contract library, ensured contract compliance, tracked auto-renewal and expiration dates, and collected signatures using DocuSign.
* Processed quarterly and annual permits for State and County regulatory agencies to ensure compliant operations.
* Maintained stakeholder communication and project coordination between multiple parties.
* Implemented policies alongside faculty, financial affairs and campus counsel.
* Assisted policy compliance for various departments, including radiation and diving safety.
* Created new workflows for passthrough accounts and digital file storage, emphasizing security, accessibility and longevity to suit the department’s specific needs.

**Business Operations/Financial Assistant II (September 2021 - September 2022)**

*Student Health Center, University of California, Santa Cruz*

* Assisted with purchasing, invoicing and light financial support for daily operations.
* Ensured policy compliance for HIPAA Protected Health Information (PHI).
* Managed facility projects for efficient operation in an active health care setting.
* Coordinated with staff to receive and deliver mission-critical equipment, including COVID-19 vaccines, test samples and other hazardous or sensitive materials.

**TEMPORARY EXPERIENCE**

**Research Assistant (August 2024 – December 2024)**

*Monterey Bay Living Shoreline Program, San Jose State University*

* Developed working knowledge of Natural Resource Economics literature to create literature review and provide recommendations for California State Parks Department.
* Conducted interviews and outreach to researchers and experts in academia and government for data collection and discovery.
* Utilized ArcGIS Pro to develop new data layers and attribute existing spatial layers.

**Graduate Student Researcher (MS student position) (January 2024 – June 2024)**

*Center for Analytical Finance,**University of California, Santa Cruz*

* Established contacts and aggregate knowledge in Green Finance around the UC system for conference organization.
* Created and managed website content to comply with UC accessibility standards.

**EDUCATION**

**MS Applied Economics and Finance (1 Year, September 2023 - June 2024)**

*University of California, Santa Cruz*

* Graduate Student Researcher, Center for Analytical Finance (CAFIN).
* Independent Study researching effects of natural disasters on renewable energy adoption using data from California government agencies (CEC, CPUC, OES), American Community Survey, FEMA.
* Econometrics, research, applied statistics, public policy applications, data analysis using Python, SQL, R, STATA, data visualization using Tableau, ArcGIS.

**BA Economics (4 Years, August 2015 - December 2019)**

*San Jose State University*

* First place scholarship for excellence in economic research.
* Member, Omicron Delta Epsilon Honor Society for Economics.

**SKILLS / TECHNICAL PROFICIENCIES**

**Natural Language Processing:** Sentiment Analysis | Tensorflow | PyTorch | NLTK | spaCy | Text Extraction.

**Machine Learning:** Random Forest | Deep Neural Network | Support Vector Machines | K-Nearest Neighbors | K-Means Clustering | Ridge/Lasso/ElasticNet Regularization | K-Fold Cross-Validation | Prediction | Feature Selection.

**Econometrics:** Ordinary Least Squares | Probit/Logit/Tobit | Confusion Matrix | Regression Analysis | Applied Statistics | A/B Testing.

**Research:** Project Management **|** Research Findings |Presentation |Data visualization.

**Data Analysis:** Python |SQL| SQL Server| MySQL |R Studio | STATA | Tableau | PowerBI | GIS | ArcGIS | Markdown | Jupyter | Microsoft Visual Studio Code.

**Financial/Business Administration:** SAP Business Objects | Ellucian Banner | Drupal | PowerDMS | Salesforce.

**Microsoft Office Suite:** Excel | Word | PowerPoint | OneNote | Outlook | Teams | Sharepoint.

**Google Suite:** Gmail | Drive | Calendar | Docs | Sheets | Spaces | Meet.

**Adobe Creative Suite:** Acrobat | Photoshop | Illustrator | Premier | Bridge.

**Administrative:** ServiceNow | Request Tracker | Zoom Meetings | Okta | WordPress | Cisco Duo and AnyConnect | eCFR | Civic Plus MuniCode.

**OTHER EXPERIENCE**

**Volunteer International Technical Judge**

Real World Design Challenge

**Motorola Emergency Radio Upgrade Technician (June 2021 - September 2021)**

City of San Francisco, CA

**COVID-19 Case Investigator/Contact Tracer (CI/CT) (June 2020 – September 2020)**

Santa Cruz County Health Services Agency, Santa Cruz, CA

**Economic Development Intern (March 2019 – December 2019)**

City of Campbell, CA