**THEO DUBUS**

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**PROFESSIONAL SUMMARY**

Experienced financial and data analyst with a strong foundation in economics and finance, seeking to apply analytical and financial management skills to support the renewable energy sector. Expertise in budget projections, financial operations, data analysis, and policy compliance, with technical proficiency in Python, SQL, R, and other data analysis tools.

**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.
* Ensured community commitment to diversity, equity, and inclusion in an HBCU environment.

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

Environmental Health and Safety, University of California, Santa Cruz

* Prepared budget projections and contract summaries to inform Director and AVC decision-making and policy implementation.
* Created journals and managed the general ledger supporting daily operations.
* Managed financial operations including AP/RP, purchasing, internal billing, travel/entertainment reimbursement forms to support customer needs.
* Managed contract library, ensured contract compliance, tracked auto-renewal and expiration dates, and collected signatures using DocuSign.
* Created purchase orders, managed corporate credit cards, and reconciled transactions to support purchasing needs using multiple software and SaaS systems.
* Processed quarterly and annual permits for State and County regulatory agencies to ensure compliant operations.
* Allocated expenses and obligations using FOAPAL Chart of Accounts structure.
* 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