

Helen Land

IT Analyst - Jealous Rebel IT Consulting

Nicholasville, KY - Email me on Indeed: [indeed.com/r/Helen-Land/6ec9525f76708e80](https://www.indeed.com/r/Helen-Land/6ec9525f76708e80)

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

IT Analyst

Jealous Rebel IT Consulting - Nicholasville, KY - 2005 to Present

Operates this part-time independent IT consulting firm currently serving as an IT Analyst. Advises and organizes financial data for EOY sole-proprietor and LLC tax reporting. Utilizes Quicken 2013, Excel, e-File, and e-Time. Trains office personnel on organization and efficiency best practices. Creates and maintains archive data bases and hard files, including A/P and A/R accounts.

Additional Experience

Project Scheduler / Applications interface manager

TEKsystems - Lexington, KY - 2016 to 2017

Serves in this contract position through TEKsystems working with Catholic Health Initiatives. Coordinates IT projects and ensures resources are utilized appropriately for this company that provides business transformation and information technology services. Compiles project status reports, coordinates project schedules, and manages project meetings while identifying and resolving technology problems. Maintains comprehensive project plans satisfying project requirements and organizational standards. Knowledgeable of all (SDLC) Software Development Life Cycle Phases.

Project Coordinator / Assistant Project Lead

CSDS Program APL - Georgetown, KY - 2015 to 2016

Serves in this contract position through Matchpoint Solutions working with Toyota. Coordinates IT projects and ensures resources are utilized appropriately for this company that provides business transformation and information technology services. Compiles project status reports, coordinates project schedules, and manages project meetings while identifying and resolving technology problems. Maintains comprehensive project plans satisfying project requirements and organizational standards. Knowledgeable of all (SDLC) Software Development Life Cycle Phases.

Key Contributions:

- ❖ Leads national Lync/Skype status meetings ensuring efficiency and proper communication flow
- ❖ Designs and works excel status spreadsheets while logging issues and resolving any problems
- ❖ Creates and maintains all project information in standard project management systems and tools
- ❖ Develops weekly PDCA reports and Gantt charts containing project milestones from multiple project leaders

Business Analyst

TEKsystems - Frankfort, KY - 2014 to 2014

Served as a Business Analyst for this leading IT staffing, talent management, and IT services firm. Conducted market research, analyzed data, and assisted with maintenance of databases and template reporting tools. Addressed incoming individual production issues on a case-by-case basis. Offered workaround solutions

to off-site users when possible. Assisted with the preparation of presentations, resource reports, general correspondence, and administrative tasks.

Key Contributions:

- ❖ Gathered and organized pertinent processing information, including any error codes
- ❖ Collated gathered information into detailed reports for conducting furthering investigation
- ❖ Logged all client interactions into detailed research databases and maintained database operations
- ❖ Utilized company's in-house DOS-based applications, Remedy Ticket System, and SharePoint software

Data Analyst

Koosharam LLC - Nicholasville, KY - 2013 to 2014

Provided support by interpreting data, analyzing results using statistical techniques, and providing ongoing reports. Worked with several different clients setting up information systems. Developed data collection systems that optimized statistical efficiency and data quality. Acquired data from primary and secondary data sources and maintained databases. Identified and interpreted trends in complex data sets. Filtered data and reviewed computer reports, printouts, and performance indicators to locate and correct code problems.

Key Contributions:

- ❖ Designed data flow for a new database to create needed management reports with less human error
- ❖ Collected and summarized systems information to effectively define project requirements
- ❖ Maintained system protocols by writing, improving, updating, and optimizing procedures
- ❖ Worked with Access, Word, Outlook, Advanced Excel worksheets, and in-house Oracle programs

Consulting Experience

Cash Office Manager

Jealous Rebel IT Consulting - Lexington, KY - 2013 to 2013

Tier II Tech Support

Apple, Inc. Xerox Inc - Lexington, KY - 2011 to 2012

Systems Analyst

Kentucky National Insurance Co - Lexington, KY - 1996 to 2011

EDUCATION

Associate of Science in Computer Information Systems

University of Kentucky - Lexington, KY

SKILLS

Data Analysis (Less than 1 year), MARKETING ANALYSIS (Less than 1 year), Process Improvements (Less than 1 year), project management (1 year), Strategic Planning (Less than 1 year)

LINKS

<http://linkedin.com/in/landhelen>

ADDITIONAL INFORMATION

Core Competencies
Project Management

Strategic Planning

Team Leadership

Technical Skills

Data Analysis

Process Improvements