

Analyst III-(Customer Service) Analyst III-(Customer Service) Analyst III-(Customer Service)
Towson, MD Dedicated and enthusiastic professional with experience in database organization, management and maintenance of data, quality assurance and quality control of all data as well as mine and exploration survey activities. Highly skilled in relationship building with clients and has proven presentation and interpersonal skills. Proven ability to design and deliver training in survey and data management to a variety of individuals. Work Experience Analyst III-(Customer Service)
Scholastic Inc - Jefferson City, MO January 2019 to April 2019 Develop Standard Operating Procedures, ensures data integrity and accuracy Developing and designing reports through SSRS
Design, produce, and audit daily and historical operational reporting Analyst II-(Strategic Planning)
Scholastic Inc - Jefferson City, MO November 2018 to January 2019 Create and maintain a labor forecast which utilizes Finances budget, Days in house (DIH), & historical data Assist in the creation of hiring and layoff plans based upon the labor requirement projection Oversee the operational workforce and maintain accurate records of employment, attrition, terminations, and other statistics Senior GIS Administrator Centamin Gold Mining Company August 2017 to July 2018
Manage and controls the central GIS routine data capture, validation, analysis and reporting of the final product and archive Continuous monitoring of competitor activities from the various mining and exploration media platforms and the dissemination of all relevant new business and exploration news to the New Business Group (NBG), and ensure optimum cost control is maintained in all of the new business GIS activities Ensure high standards of Quality Control and Quality Assurance for all geological mapping, logging and sampling data collected Coach and mentor national staff
Fulfillment Control Analyst III Scholastic Inc - Jefferson City, MO August 2015 to July 2017 Project Enhancement Development and system testing Develop data analysis methods for requests Create reports, analysis, or graphs that accurately represent the data to the requestor in a usable format Establish, review, and maintain timelines for project progression Backup other Fulfillment team member duties GIS/ Database Administrator Bea Mountain Mining Corporation -Aureus Mining Inc March 2013 to December 2014 Managed, monitored, edited and analyzed geological data of all mine and exploration activity with Century Systems. Managed and monitored sampling and assay

dispatch protocol procedures and liaised with labs for assay results. Digitized, georeferenced, geodatabase, prepared digital and hardcopy maps, generated cross and longitudinal sections GIS/ Database Administrator Kinross Gold Corporation February 2011 to March 2013 Coordinated and managed spatial and non-spatial data. Developed and managed the integrity of exploration data using Century Systems, MapInfo and Discover. Digitizing, georeferenced, geodatabase, prepared digital and hardcopy maps, generated cross and longitudinal sections Provided GIS technical assistance and training to staff members. Exploration Surveyor Chirano Gold Mines - GH December 2009 to December 2010 Exploration survey (collar locations, pad construction and alignment of the drill rig) and Topographical Survey Conducted surveys in order to establish legal boundaries for properties. Prepared and supervised preparation of all data, charts, plots, maps, records, and documents related to surveys, ground surveys designed to establish baselines and elevations. Mine Surveyor Golden Star Resources Limited November 2008 to October 2009 Geotechnical monitoring, tailings dam survey, exploration survey, topographical survey for a wetland construction.

Surveyed to support earthworks construction for pit dewatering, Stockpile and waste dump surveys. Ore block mark-out, pit limit, bench slope and blast parameter, volume Survey and grade control surveys. Education BSc. in GeomaticEngineering Kwame Nkrumah University of Science & Technology (KNUST) - School of Mines August 2004 to June 2008 Skills Comptia A+ (Less than 1 year), SQL, T-SQL, SSRS (2 years), Microsoft Office: [Access, Word, Excel, PowerPoint, and Outlook], Century Systems (SQL Based Relational Database), MapInfo Discover, ArcGIS, Micromine, Surpac, (7 years), Data Evaluation and QAQC, Data capture, Technical report writing and presentation, developing 2D geological models, excellent communication skills, Team and safety-focused (5 years), Surveying (2 years) Certifications/Licenses CompTIA A+ ce Certification February 2019 to February 2022 Problem solving, able to perform critical IT support tasks including device configuration, data backup and recovery, and operating system configuration, baseline security skills for IT support roles and able to detect and remove malware, address privacy concerns, and troubleshoot core service challenges.

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