**Amanda norwood**

**Technical Skills**

* **Database Languages**: Oracle SQL, Microsoft SQL Server. SQL, PL/SQL, T-SQL.
* **Data Analysis & Visualization Tools**: Power BI, Tableau. DAX and Excel Power Pivot.
* **Programming Languages**: Python, R.

**COMPETENCIES**

|  |  |
| --- | --- |
| * Data Modelling * Dashboard Creation * Statistical Analysis Techniques * Predictive Analysis | * Power BI Suite (PowerPivot, Power Query, Data Visualization, DAX) * Data Science * Machine Learning |

**Education**

**George Mason University**

Bachelor of Science, Criminology: Law & Society, 2015

**Syracuse University**

Master of Science, Applied Data Science, In Progress, Graduation May 2024

**Project Management Institute**

Project Management Professional (PMP), 2021, Cert 3031407

**Experience Details**

Booz Allen Hamilton 04/2019 – Present

Business Analyst

* Produced comprehensive data analysis reports using SQL and Python for clients and provided actionable steps to resolve accounting issues promptly.
* Pioneered Power BI adoption by exporting SQL data, standardizing reporting with detailed spending breakdowns.
* Developed user-friendly dashboards for Oracle modules
* Directed yearly accounting line rollover projects, ensuring seamless execution with a team of 7.
* Orchestrated the yearly 1099 project, maintaining IRS data integrity and streamlining form printing.
* Managed purchase card module support, overseeing transaction processing and resolving client issues.
* Addressed help desk ticket escalations, identifying, and resolving software and data management challenges.
* Provided financial management support, analyzing, and developing reports using SQL and Power BI.
* Implemented optimization tools to enhance help desk staffing efficiency.
* Acted as a liaison between business and IT teams for operational support activities.
* Spearheaded monthly Working Capital Fund processing, ensuring timely completion before monthly close.
* Updated documentation for various financial processes to align with current client requirements.
* Played a pivotal role in year-end rollover activities for financial processes, ensuring timely deliverables.

Major Accomplishments:

Revamped the Accounting Rollover Project, slashing its duration from 10 months to 7 by pinpointing inefficiencies and automating routine tasks.

UNITED STATES ARMY NATIONAL GUARD 10/2013 – 10/2019

Human Resources

* Gathered requirements and managed the manifests for mobilization and demobilization for over 600 soldiers
* Prepare policies and correspondences for battalion commander and commanding general for post-wide distribution
* Developed an elaborate awards tracking tool to allow proper reporting to commanders
* Developed a SharePoint site to track travel for 600 personnel
* Appointed as emergency leave and Red Cross Emergency Message representative for the battalion
* Prepare and process recommendations for awards and decorations; arranged over four awards ceremonies for 600 personnel within the battalion and over 200 personnel for down trace units
* Directly manage three other team members
* Awarded as Soldier of the Month and United States Army Central Command Soldier of the Week for contributions

Major Accomplishments:

Scored perfect physical training score of 300. Awarded as 29th Infantry Division Soldier of the Month and United States Army Central Command Soldier of the Week for contributions. Distinguished Honor Graduate or Honor Graduate at each military school attended.

SOC LLC 03/2016 – 04/2019

Training Specialist

* Gathered requirements for client training standards to develop internal training programs for 17 courses
* Gathered requirements to adhere to ATF range standards
* Maintained database integrity and ensured correct updates were made through SQL
* Forecasted amount of training needed for each following year in order to meet minimum boots on ground numbers
* Managed the coordination travel for all training activities within Special Programs; handled flights, lodging, and transportation arrangements
* Managed a team of four with direct management and oversight of over $7 million worth of weapons, training gear, and a weapons range
* Tracked and reconciled all travel expenditures monthly and adhere to corporate deadlines for invoicing and FAR Compliance; managed an $8 million budget for all training needs
* Managed assessment of operators training needs, including meeting the client’s contractual course requirements for over 17 courses throughout the year
* Built and managed training pipeline to ensure fully trained and deployable operators are ready for boots on ground status
* Maintained proper and timely maintenance of all training records and status updates
* Maintained direct contact with client trainers to ensure effective communication to meet training standards

Major Accomplishments:

Awarded 13 extra courses for operators that were not previously available due to poor training plans. Streamlined requalification courses for returning operators, saving over half a million dollars in 2018. Partook in the rebidding process. Promoted to manage a team of four.