Aaron Miller

925-864-4411

miller_aaron@hotmail.com

LinkedIn: Linkedin.com/in/aaron-miller1

Github: Github.com/aaron-miller1

Portfolio: Aaron-miller1.github.io/Portfolio

PROFESSIONAL SUMMARY

Data-driven analyst with strong business acumen to drive strategy and continuously improve operational processes. Proficient in both quantitative and qualitative data analysis, as well as data visualization and cross-functional project management. Strong problem solver who excels in collaborative and fast-paced environments.

PROFESSIONAL EXPERIENCE

City of San Jose, San Jose, CA

Fiscal Budget Analyst   Apr 2022 - Current

- Update and manage budget reports for Admin, Utilities, Revenue, and IT sections of Department of Transportation to allow leadership to make informed decisions on spending.
- Remediate accounting and timecard issues between varying City departments.
- Calculate performance measure data for Admin fiscal and Strategic Support.
- Monitor and run Public Records Act email, researching and responding to requests for city information pertaining to the Department of Transportation.

Wells Fargo, San Francisco, CA

Quality Assurance Analyst/ Data Reporting Analyst   Jan 2020 – Nov 2021

- Manage regulatory mailbox to spearhead remediation of 40+ daily requests by generating client documentation and eligibility data using Salesforce, Tableau, and internal systems. Resolve data issues with quick turnaround, allowing clients to trade in a timely manner before market close
- Analyze and update customer information in Salesforce CRM and Tableau by compiling client data into reports to present to senior leadership, ensuring high data quality and regulatory compliance within system prior to stock trading
- Monitor post trading report to ensure clients meet regulatory and internal policies and research and escalate potential violations
- Execute quality assurance initiatives by leading a partnership with the Legal team to streamline assessment procedures and create labor and time-saving workflows. This resulted in more efficient processing times for time-sensitive operations and improved client experience
- Develop formulas and processes from scratch using Excel to verify database contains accurate, reporting-ready data, ensuring efficient reporting throughout all levels of the organization
- Research best practices and federal financial regulations and laws on a regular basis to assess coverage of financial documentation; design internal and external benchmarks of performance to support business decisions and strategy

James W. Fowler, Portland, OR

Project Engineer   Aug 2018 - Nov 2019

- Managed project launches by creating schedules, developing material / equipment budgets, and monitoring resources throughout the entirety of the project. Projects ranged from road work to water treatment expansions
- Drove long term projects with budgets over 35 million by coordinating job timeframes and material deliveries as well

as acting as a main point of contact for clients and internal team members to ensure efficient communication on project logistics
- Monitored completion dates for each project phase to prevent delays with system installations or other subcontractor work. Consistently updated and informed all involved teams and vendors of any changes in project work or client direction, and updated timelines as needed
- Oversaw site safety and environmental requirements per state and city governance
- Managed supply chain and subcontractor administration to ensure scheduling requirements are met.
- Performed HR duties by interviewing, hiring, and onboarding 5 new team members

Wells Fargo, San Francisco, CA
Quality Assurance Analyst   Oct 2017 - Aug 2018
- Supported management and regulation of financial contracts by tracking systems for accuracy and assessing compliance with federal financial laws such as anti-money laundering in order to avoid or assist in audits presented to the bank
- Led training for a team of 5 employees locally and team of 12 internationally on review and identification procedure for foreign exchange documentation. Coached colleagues on how to conduct proper investigation of inconsistencies relating to new national financial regulations and laws
- Liaised with Legal department to collaborate on remediation of infractions and to build and implement new compliance processes
- Trained 5+ oncoming new team members on all existing processes and procedures
- Oversaw and developed legacy and ad-hoc projects based on strong performance within first 3 months of employment, with 100% project completion rate and significantly reduced turnaround

Tesla Motors, San Mateo, CA
Funding Specialist   Jun 2017 - Oct 2017
- Performed verification duties on customer credit and vehicle lien applications to ensure that the quarterly vehicle sales numbers were consistently met beyond expectations
- Managed sensitive customer credit data in internal systems to be used for financial institution application consideration
- Reviewed new vehicle funding documentation and credit applications for accuracy and collaborated with field delivery specialists to correct any issues
- Ensured timely delivery for financial contract to appropriate vehicle lienholder

---

SKILLS

Technical: SQL (NoSQL, PostgreSQL), Python (Pandas, Numpy, Scikit), Javascript, Tableau, AWS, Excel, HTML
Languages: Japanese
Certificates: **Bootcamp Certification**: UC Berkeley Data Analytics Bootcamp exp. Completion Aug 2022
         SQL certification: Diablo Valley College Completion Dec 2020
         Python certification: Udemy Completion Feb 2021

EDUCATION

U.C. Berkeley, Berkeley, CA   Aug 2022
Certificate, Data Analytics Bootcamp

San Jose State University, San Jose, CA
Bachelor of Science, International Business. Minor in Japanese   May 2016

Technische Hochschule Ingolstadt, Ingolstadt, Germany
Certification, Strategic Management   Aug 2016