**OBJECTIVE**

To add value and a positive team-oriented personality by utilizing a unique blend of advanced technical and financial analysis skills, multiple leadership roles, and client relationship skills developed in business consulting.

**EXPERIENCE**

**Data Analyst** July 2010 – Present

**Novia Strategies, Inc.** San Diego, CA

Support consultants in identifying, implementing, and validating over a five million dollars worth of savings initiatives

Prepare deliverables for client team meetings and steering committees

Format and consolidate client PO data to be sent to vendors for cross-referencing

Assist clients with vendor negotiations for improved clinical supply pricing

Instruct client staff in using advanced Excel techniques; VLOOKUPs, Pivot Tables, IF statements

**Sales Analyst** Jan 2010 – June 2010

**ISN Education L.L.C.** San Diego, CA

Prepared daily reporting for: Daily Sales Tracking, Affiliate Commission, Ad Network Costs, and Return on Investment

Developed new Master Sales Tracking spreadsheet to streamline daily reporting procedure

**Operations Intern** Jan 2009 - Jan 2010

**Brandes Investment Partners, L.P.** San Diego, CA

Rotation between four departments within a financial advisory firm

Utilized advanced computer knowledge to bring value to the firm

Developed multiple custom cross-program automation scripts

Created and maintained Microsoft SharePoint sites

Supported each of the departments with a variety of tasks including; reconciling, tracking, maintaining and posting client accounts

Delivered four presentations on areas of improvement for each department

Assisted department managers with metrics reports and various projects

**Student Supervisor / Lab Consultant** Mar 2005 - May 2008

**SDSU, Arts and Letters Computer Lab** San Diego, CA

Lab consultant for three years, promoted to Student Supervisor

Scheduled and managed seven employees

Assisted lab users with various computer issues

Responsible for lab appearance and cleanliness

Repaired computer systems on a part-time basis

**ACHIEVEMENTS**

**San Diego State University**

Cumulative 3.2 GPA

Tested out of all lower division and upper division writing courses

Elected V.P. of Marketing, Finance Investment Society

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**Thomas A. Cunningham**

**EDUCATION**

**Bachelor of Finance**

San Diego State University

San Diego, CA

Fall 2009

**RELEVANT COURSES**

Financial Analysis & Mgmt

Business Strategy

Portfolio Mgmt

Financial Institution Mgmt

Financial Accounting

Int’l Business Finance

Operations Mgmt

Intermediate Finance

Fundamentals of Finance

**TECHNICAL SKILLS**

**Software**

Microsoft Windows XP/ 7

Microsoft Office 2003 /2007

Microsoft SharePoint

AutoHotkey

UNIX

Adobe Photoshop

**Hardware**

Installation

Troubleshooting

Formatting

Networking

**Computer Languages**

HTML

Java

AHK Scripting Language

**REFERENCES**

Available on request