

Allison Baker

Washington, D.C. | AllisonFBaker94@gmail.com | 210.237.8922 | [linkedin.com/in/allisonfbaker](https://www.linkedin.com/in/allisonfbaker) | US Citizen

SKILLS

Data Analytics and Engineering: SQL (PL/SQL, Microsoft SQL), Python (NumPy, Pandas), Oracle Cloud, Power BI, Tableau, Microsoft Excel, Microsoft Power Automate, Data Modelling, Data Visualization, Jira, Stata, dbt

Project Management and Operations: Process Improvement (Lean SixSigma Greenbelt), Project Management (PMP)

WORK EXPERIENCE

Intelsat · Washington, D.C.

Senior HR Data Analyst

April 2024 – Present

- Using ETL processes within Oracle HCM Cloud Data Warehouse, test and improve existing data models and reports for data integrity and accuracy, troubleshoot data models and reports for HR teams, and create new data models for use in reporting and BI tools, improving response time to requests by over 50%.
- Utilize Python to revise and automate the monthly Headcount Reconciliation process, reducing person hours spent on the process by 75%.
- Increase efficiency and reduce errors by over 80% by developing real-time Oracle HCM dashboards for executives.
- Define and monitor baseline population SQL scripts in Oracle HCM, improving efficiency and data integrity across all data models and reports; currently investigating implementing dbt to assist in SQL script updating and monitoring.
- Provide the first analysis of in-office attendance data to executives, utilizing, cleaning, and transforming third-party data in conjunction with operational data in Oracle, using Python and SQL.
- Developed dashboard for executives informing leadership on headcount trends, workforce diversity, and retention.

Mathematica Inc. · Washington, D.C.

Project Management & Advisory Services Analyst

May 2022 – April 2024

- Design and build data models and data visualization tools in Excel and PowerBI to analyze staffing and project financial data, resulting in increased project revenues up to 10% and operational efficiency.
- Utilized Python to clean and analyze healthcare claims data and third-party data to develop heat maps to inform policy and programmatic decision-making.
- Developed monitoring metrics, wrote technical specifications, conducted requirements gathering, and built analytic tools for clients with Excel macros and PowerBI to help the client meet their programmatic objectives.
- Analyzed quantitative and qualitative government data from the SSA in Stata and disseminated findings and statistics on the populations via [data brief](#) and manuscript (*in press*).
- Manage and lead all project management activities for multiple concurrent federal government projects exceeding \$7million; responsibilities include budget management, contract management and modifications, client communications, schedule management, and project team communication and organization.

OMB, Government of the US Virgin Islands · St. Thomas, USVI

Senior Performance Analyst

August 2021 – May 2022

- Improved data quality by developing data collection and management strategies through collaboration with over 12 government agencies to implement KPI monitoring government-wide.
- Engineered data visualization dashboards in Excel with macros, improving monitoring of KPI performance and identifying areas for improvement.

UCHealth · Aurora, CO

Administrative Fellow

May 2020 – August 2021

- Constructed a comprehensive data model in Excel to evaluate and recommend staffing strategies to hospital executives, leading to the development of a preliminary staffing plan for all inpatient nursing units during COVID.
- Reduced process completion from over 12 hours to 10 minutes for clinical teams by developing real-time operational dashboards with Microsoft Power BI and Power Automate to collect, analyze, and present data for immediate evaluation by hospital leadership.
- Produced and presented a successfully implemented business plan to executive leadership.
- Developed PowerBI dashboards with healthcare claims data, operational data, and publicly available data to aid in improving operations and outcomes.

Hospital Administration Intern

May 2019 – April 2020

- Investigated and redesigned the tissue tracking process at the University of Colorado Hospital, resulting in a standardized process for tissue tracking, reducing errors in tracking from over 500 to 0, regaining federal compliance.

EDUCATION

Master of Public Health: Health Systems, Management, and Policy

May 2020

Colorado School of Public Health · Aurora, CO

Bachelor of Science, Exercise Science: Health Promotion

May 2017

The University of Texas at Austin · Austin, TX