

# Andrew Schelberg

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## EXPERIENCE

### Business Analyst

#### Gilbarco Veeder-Root

August 2021 – Present, Greensboro, NC

- Streamline global Research and Development program reporting through automation and consolidation using Excel and Python, reducing processing time and offering insights into new development product ROI.
- Developed a centralized Microsoft Power BI dashboard for interpreting and analyzing R&D program and Factory sales data, incorporating power query syntax to present key analytics, enhancing operational efficiencies.
- Engage with cross-functional teams to deliver ad-hoc reporting for Sales and Operations and end-of-month reporting for key metrics across multiple regions using MS Access, Excel, Power BI, and SQL.
- Conduct pricing and margin analysis for internal product inquiries to provide customized recommendations to business leaders.

### Cost Analyst II

#### Tecolote Research, Inc

July 2020 – August 2021, Lexington Park, MD

- Gathered historical cost data, cleansing and manipulating it for analysis, including cost and schedule metrics crucial for DoD program managers, tailoring data outputs to specific requirements. Utilized MS Excel/Power BI to present visuals and tools aiding estimation and decision-making processes.
- Evaluated contractor performance metrics to assess production status and identify potential schedule and cost risks.
- Standardized cost data through inflation indexes and created visuals for further analysis by program managers.
- Collaborated weekly with 2-4 team members on multiple projects, transforming old cost data into new formats for integration into the database, leveraging various MS Excel features for analysis and model building.
- Conducted data entry tasks to improve data quality and provide formatted outputs for use in computer applications, facilitating organization and analysis efforts.

### Sales Support Specialist

#### North Atlantic Industries, Inc.

November 2019 – July 2020, Bohemia, NY

- Oversaw and analyzed data gathered from multiple databases to foster robust buyer-seller relationships, enhance quarterly productivity, and meet departmental objectives organization-wide.
- Conducted daily task assessments and devised new processes to streamline sales, quality control, and shipping operations, serving as the intermediary between IT and the sales, engineering, and shipping departments.
- Managed internal sales forecasting tools and structured customer spreadsheets for regional sales managers, utilized in monthly status meetings and client presentations.
- Prepared and scrutinized sales commissions for 4 regional salesmen, adhering to policies and procedures, reviewed contracts to establish commission percentage documentation, and calculated monthly commissions for salespersons.
- Utilized SQL to extract data from the ERP system, generating Excel reports for customers and internal managers, enhancing convenience and reducing reporting turnaround time.

### Bethpage Federal Credit Union

#### Teller

February 2019 – August 2019, Port Jefferson, NY

- Perform over 20 financial transactions per hour meticulously, adhering to established credit union procedures and policies, ensuring accuracy and attention to detail.
- Execute standard financial transactions such as deposits, withdrawals, loan payments, and member account servicing utilizing cash drawers, Teller Cash Recyclers, and an account processing platform.
- Aid supervisors in preparing documents for home equity closings and reconcile daily logs for monthly auditing purposes.
- Cultivate member relationships by instilling confidence and trust through the delivery of accurate and reliable information.

### External Sales Associate

#### Next Level Video

June 2018 – January 2019, Philadelphia, PA

- Managed the operations weekly to showcase product offerings and enlighten interested customers for potential on-site sales.
- Directed and supervised multiple independent contractors to capture content across diverse sites during single events, ensuring the delivery of high-quality products.
- Produced a seasonal cost-benefit analysis report at the end of the fiscal year, comparing 10 company-attended tournaments to evaluate profit growth potential for future event participation.
- Supported the operations manager in tracking weekly costs to ensure upcoming events adhere to budget constraints, while analyzing their impact on the seasonal budget.
- Successfully completed video production projects within specified deadlines, employing an organized schedule and monitoring system, leveraging the editing capabilities of Final Cut Pro.

## EDUCATION

### Bachelor of Arts in Actuarial Science

SUNY Binghamton · Binghamton, NY

## TECHNICAL SKILLS

Microsoft Office Suite(Excel, Access, Word), Power BI, Python, SQL, HTML, CSS, Sharepoint