

Danica J Rios, MBA

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Portfolio: <https://danicacodes.github.io/>

ACCOMPLISHED BUSINESS MANAGER

Driven Business and Project Manager with experience in P&L oversight, database management, systems analysis, strategic planning, and business operations in both public and private organizations. Results driven with a 12 year track record of building synergy between leadership, teams, and partners to support strategic business objectives across complex environments. Excel in dynamic, demanding environments while remaining pragmatic and focused.

TECHNICAL SKILLS

RDBMS: Oracle, PostgreSQL, NoSQL, MS SQL Server, and MySQL; **Programming:** Python, HTML5, CSS3, Bootstrap, VBA, JavaScript: Pandas, NumPy, Nodejs, D3, Leaflet, R, JSON, Plotly, React, and jQuery;

Operations Systems: Windows and Linux; **Cloud Computing:** Amazon AWS; **Familiarity** with MongoDB, Machine Learning and Java **Other:** Flask, Git, Command Line, Social Media Mining, API Interactions, Tableau

PROFESSIONAL EXPERIENCE

University of Richmond, Richmond, VA – School of Continuing & Professional Studies

Manager of Administration, Finance and Technical Services, 2015 – Present

Accountable for P&L and business operations; direct report to Dean and Director of Administration, Finance and Technical Services. Co-chair of strategic plan working group to redefine SPCS business model and build a 5 year plan designed to increase revenue and improve core operating income. Responsible for the management and oversight of the School of Continuing and Professional Studies' administrative operations which include financial management and reporting, budgeting, facilities management, contract administration, human resources and information technology.

- Decrease operating expenses by 25%, as mandated by the Provost Office
- Team Lead for full project life development of Entrinsik implementation, enabling the capture of key University of Richmond students and greatly contributing to the School's business growth strategy
- Successfully served as Interim Director of Administration, Finance and Technical Services due to unforeseen circumstances

U.S. Bankruptcy Court, Richmond, VA – Eastern District of Virginia

Programmer Analyst, 2014-2015

Analyzed processes to ensure maximum availability through change and problem management. Reviewed changes affecting complete implementation and test/back out plans, and coordinated enterprise-wide changes to ensure consistent, repeatable results

- Contributed in analyzing user requirements, procedures, and problems to automate processing, drive operational efficiencies and to improve existing systems, analytical approaches, data loads and interfaces
- Assisted with validation of financial data transfers, file transfers and data syncing by extracting data using SQL from financial relational database system

Dominion Virginia Power, Richmond, VA – Electric Transmission Controls**Associate Controls Specialist, 2013-2014** (Converted from contractor to full-time)

Recruited to implement project staff planning tool to forecast all project resources and 300 million dollar project budget. Accountability for financial reporting and analysis of data.

- Supported the Transmission Lines Unit (TLU) with monthly financial reporting, cost tracking, flash reporting and variance analysis. Created and presented monthly financial summary to Senior Executives.
- Evaluated project field and scope changes for impact on cost and/or schedule and updated project budgets.
- Directed creation and managed SharePoint site which served as team's central project management hub to track progress, communicate findings and assign tasks.

John Wiley & Sons, Hoboken, NJ – Professional & Trade Division**Sales Information Analyst, 2011-2013**

Manipulated and developed analytical insights using a variety of data extraction and manipulation tools, including web scraping, Microsoft Access queries and Excel VBA.

- Chosen to be part of the CRM Project Team for global implementation of Salesforce.com, spanning five global regions and users across Wiley's Professional Development division.
- Pivotal role in analyzing market data and evaluated performance relative to industry benchmarks while taking into consideration current industry and economic conditions.
- Designed, prioritized and developed performance dashboards to create unique business insights and highlighting key performance indicators valued by senior leaders and others with focused conclusions and guidance in terminology.

ConvergEx Execution Solutions, New York, NY – Business Unit Control**Business Analyst, 2009-2011** (Converted from contractor to full-time employee in 3 months)

Highly involved in the annual budgeting process for multiple business units, including developing budget methodologies for the profit and loss statement and directly working with various departments on computing the following year.

- Assisted in continual enhancement and replacement of accounting management systems, including writing report specifications, tracking progress and testing system for completeness before roll-out.
- Spearheaded highly detailed P&L analysis by creating financial models that objectively appraised and took into consideration strategic business plans on a monthly basis.

EDUCATION**Data Analytics and Visualization Certificate, University of Richmond, VA 2019**

Extensive curriculum of Python Data Analytics (Pandas, NumPy, Matplotlib, Flask), SQL, HTML5/CSS, JavaScript (D3, Leaflet, jQuery UI, Bootstrap, Plotly), Machine Learning, Heroku, Github, Bootstrap and Tableau.

Master of Business Administration, Management Information Systems, Montclair State University, NJ 2013

Member of Alpha Epsilon Lambda Honor Society and Beta Gamma Sigma – International Honor Society

Bachelor of Science, Finance and Accounting (Double Major), **Rutgers University, NJ 2007**