

JANE BONO

Data Governance

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CAREER OBJECTIVE

IT professional with 7+ years of experience as a Data Quality & Reporting Analyst and a track record of providing data analysis, building reports, and reconciling data quality issues. Have a solid understanding of Business Requirement Gathering, Business Process Flow, and Business Process Modeling. Self-motivated Data Analyst with diverse experience in all stages of the Software Development Life Cycle with emphasis on Business Analysis, Data Analysis, Gap Analysis and Quality Assurance. Fluent in technology and strong knowledge of project and software development methodologies /techniques. Have good conceptual & practical knowledge in Data Lineage. Hands-on in oversight & management of the HR information technology systems in support of HR technology system administration, workflow process, data maintenance, HR Analytics & Reporting and HRIS system support.

SKILL S

Microsoft Data Quality Services, Collibra, SQL, Oracle OBIEE, Tableau, Excel, SQL Server, Linux, Hadoop, (Hive, Impala) SharePoint, JIRA, PeopleSoft 8.8 & 9.1, SAP, Workday, Recruitmax & Cyber Recruiter, FoxPro, KRONOS, Lawson, Maximo (HCM 9.1)

EXPERIENC E

DATA ANALYST, Dallas, TX
SitusAMC, August 2021-Present

Provide data management support for line of business with the execution work efforts that deliver required

- application data quality assessments to satisfy Enterprise Data Governance (EDG) and regulatory requirements
- Work with each domain to gain relevant familiarity that will help with successful execution of work efforts

- Meet with management teams, SMEs to validate data accuracy & consistency, allowing users to evaluate upstream & downstream systems, from source to destination to help understand data for regulatory purposes
- Leverage enterprise knowledge of core business discipline, products, and processes

- Lead, organize and support company wide initiatives to ensure that data quality is maintained so that data can effectively support business processes
- Oversee analysis and reporting in support of regulatory requirements

- Identify and recommend analysis of data quality or integrity issues
- Evaluate data quality metrics and data quality audits to benchmark the state of data quality
- Adhere to data governance standards and procedures
- Identify new data sources and develop recommendations for assessing the quality of new data
- Recommend remediation of process or control gaps that align to management strategy

- Consult with and provide recommendations to senior management regarding assessments of the current state of data and metadata quality within area of assigned responsibility

- Represent client in cross-functional groups to develop company wide data governance strategies

- Partner with groups and various levels of seniority companywide to coordinate and drive on solution design and remediation execution.

BUSINESS/DATA ANALYST, Dallas, TX
Freemans, Signature Consultants, May 2021-Present

- Collaborate cross-functionally with systems analysts, product managers, business owners, and customers to learn from subject-matter experts, present findings in a clear and concise manner, and reach alignment on use cases for data integration

- Gather and elicit requirements with specific focus on data integration, mapping, and translation across multiple systems
- Identify, understand, articulate, and document Critical Data Element (CDE)

- requirements
- Work with business team to standardize, formalize, and prioritize CDEs
- Evaluate downstream system data usage and impact
- Create Data Models to visualize existing and future data structures and relationships

- Partner with Enterprise Data Management, Governance and Data Stewards to define and instrument metadata capture and storage for common business glossary and facilitate the linkage between business

terms and the underlying technical metadata.

CONSULTANTS, EXECUTION SERVICES DATA QUALITY ANALYST, Dallas, TX Bank Of America, September 2020-Present

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Partner with the development teams, solution architecture team and LOB users to make data lineage activities such as understand the source to target complete data flow mapping, requirements, and provide consultation to ensure right usage of data and establish Authoritative Data Source

- Oversee the development deliverables, particularly data, and source to target mapping
- Understand, analyze, record, and visualize data as it flows from data sources to consumption
- SME assistance for

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LOB and IA team in all manners related to data governance

Work closely with Business units, subject matter experts and technical resources to define and deliver

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solutions that meet business objectives

Serves as the ultimate facilitator between Business and IT in understanding the business's needs and

plays a key role in the overall management and success of a project through the entire project lifecycle

- Coordinated the planning, eliciting, analyzing, validating, and managing of requirements, business processes, high- level solution design, test case design, and implementation planning & support - in partnership with Project Managers, Business Stakeholders, and IT interfacing groups

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- Significant experience in SQL and hands on experience in HIVE, Impala and Linux

Responsible for combining business and technology skills with strong leadership, communication, negotiation, facilitation, adaptation, and presentation skills

- Domain **CONSULTANTS**

Wells Fargo Bank, September 2019-Present

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Support domain teams with the execution work efforts that deliver required application data dictionaries and data quality assessments in support of Enterprise Data Governance (EDG) and Privacy Policy compliance CCPS requirements

- Assigned to each domain to gain relevant familiarity that will help with successful execution of work

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efforts

Worked with SMES to validate data accuracy & consistency, by allowing users to evaluate upstream & downstream systems, from source to destination to help LOB comply with GDPR, CCPA by understanding data for regulatory purposes

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Responsible for validation of migrated data while being proactive in onboarding, have familiarity with

each domain, and application to set up processes' engagement with the domain owner's data quality

initiatives

Responsible for conducting meetings with domain teams to discuss the outstanding data quality issues significant for efficient application development • Support ABDO/TDM with analysis of artifacts to identify template contents • Facilitate entry of information into templates and the steps needed to complete it • Facilitate approvals and storing templates into the EDG Policy Evidence folders • Partner with appropriate COEs to provide needed clarity and guidance on policy • Provide guidance on core and privacy data identification • Facilitate the process and steps needed to complete recertification of templates • Research existing reports to extract underlying data and originating data source to

determine data elements

Facilitate requirement gathering workshop with application developers and users and prepared user interface mockups to verify with users • Document data warehouse requirement such as data standards and quality rule • Data mapping - source to target - including capturing data acquisition and transformation rules by analyzing • Conduct workflow, process diagram, gap analysis, status meeting,

and monitor project progress

Establish and enforce enterprise data warehouse architecture standards, including table structures,

naming conventions, key definition and generation, optimization etc

Work closely with Developers, QA and Production Support Analyst for troubleshooting and tracing performance issues to maintain the robustness of the application. **DATA ANALYST, Dallas, TX**
CORIOLIS BUSINESS SYSTEMS, June 2016-Present

Support Enterprise-Wide Data Quality environment to validate the Data Warehouse loads and to

reconcile the requirements with the technical designs

The scope was to validate the loads from various development teams across different LOBs like

Deposits, Cards, Loans, and E Commerce etc

Gather and analyze data to prepare business process and procedural documentation, and lead activities required for changes in maintenance, system standards and in the creation of specifications • Analyze user requirements, understood business rules to build the Enterprise-wide data quality environment •

- Identify the different sources from which the data is coming as feed to the Warehouse •

Prepare High Level Logical Data Models and BRD's Business Requirement Documents supporting documents containing the essential business elements, detailed definitions, and descriptions of the relationships between the actors to analyze and document business data requirements

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Develop a good understanding of existing business requirements and questioned the design

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requirements when needed

Reverse engineered the reports and identified the Data Elements (in the source systems), Dimensions, Facts and Measures required for new enhancements of reports • Design various Test Scenarios and

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Test Cases to validate the integrity of the data passing to the data warehouse Design Validation process to validate the unloading process with the row count of the landed file with that of the source

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table row count captured in the system summary statistics

Knowledgeable in data analysis, business requirement analysis, quality assurance, design, development, and testing applications. **HR REPORTING ANALYST**

Washington Metropolitan Area Transit Authority, February 2010-Present

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Create actionable reports and analysis to several business units for operational, senior management and external stakeholders using SQL, Tableau • Extract, clean data, visualize it, communicate it, and provide

it to relevant stakeholders as requested • Review electronic and hard-copy files and records for

completeness, accuracy, and sorting for entry into database •

Collaborate with stakeholders to gather and combine data from various sources to produce a holistic view of the company's human capital and key business metrics, with a goal to discover meaningful implications for business leaders to make concrete business decisions

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Participate in and manage HR IT projects, including development of the business requirements and the

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development, implementation, and testing of the solution in the respective HR systems

Assist with the creation of test scenarios/scripts, coordinate testing efforts, participates in testing of

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designed solution and verify/ validate results of conversion efforts and testing results

Audit all HCM transactions including manager and employee self-service transactions thus reducing

retroactive wage payment actions, reducing tax errors, and offline check processing • Oversees data

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maintenance, policies, procedures, and processing of HR information

Provide day-to-day user support for the HRIS Time and Labor by creating and running ad hoc data

reports, updating databases, and troubleshooting and resolving payroll issues • Involved in writing and

executing SQL queries and procedures to create setup and verify test data • Facilitate User Acceptance

Testing (UAT) activities to ensure high-quality software deliverables. **BUSINESS ANALYST, Dallas, TX**

Washington Metropolitan Area Transit Authority

EDUCATION

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY Webster University, January 2016

BACHELOR OF SCIENCE (B.S.) IN BUSINESS ADMINISTRATION, Nairobi , Kenya University of

Nairobi , December 2007