Daniel Layfield

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**PROFESSIONAL EXPERIENCE:**

**Operations Analyst, Georgia Farm Bureau**

September 2020-Present

- Managed and maintained operational environments using BMC Control-M and BlueZone mainframe display.

- Designed, maintained, and optimized workflows in Ricoh Process Director, resulting in a significant enhancement of printed output production efficiency.

- Expertly resolved issues hindering essential job execution, ensuring smooth operations both in-office and statewide.

**Computer Operator, Georgia Farm Bureau**

June 2017-September 2020

- Spearheaded the setup and operation of Pitney Bowes mail-inserting machines, demonstrating exceptional technical proficiency.

- Streamlined and simplified operational procedures through strategic use of Ricoh printers.

- Promptly documented and reported operational anomalies, facilitating rapid issue resolution.

- Collaborated closely with service vendors to ensure the reliable maintenance of equipment.

**Field Artillery Automated Tactical Data Systems Specialist, U.S. Army**

June 2010-September 2016

- Administered and maintained automated systems vital to field artillery operations.

- Provided expert technical support for computer systems and programs, troubleshooting and resolving issues promptly.

- Conducted comprehensive training for personnel on automated system operation.

- Analyzed data to contribute to organizational objectives.

- Spearheaded a groundbreaking overhaul of data handling and storage procedures while serving as a training room manager, establishing the enduring architecture for the unit.

- Delivered training to multiple individuals on the innovative data system's utilization, maintenance, and applications.

**Education:**

- Bachelor of Science in Data Management/Data Analytics

- Western Governors University - 2023

- High School Diploma

- Lee County High School - 2008

**Certifications:**

- R Programming – UDACITY 2023

**Core Skills:**

- Proficiency in Python and R

- Expertise in RStudio for data analysis and programming

- Advanced Microsoft Office proficiency

- Exemplary professionalism and unwavering work ethic

- Collaborative team player

- Exceptional critical thinking and problem-solving abilities

- Limited working proficiency in German

- Proficiency in BlueZone and BMC Control-M

- Passion for outdoor activities, including kayaking and hiking

**Summary:**

I am an accomplished operations analyst and computer operator with a distinguished history of managing complex automated systems, honed through my service in the U.S. Army's field artillery. At Georgia Farm Bureau, I excelled in maintaining operational environments, optimizing workflows, and managing intricate machinery. Soon graduating with a Bachelor of Science in data management/data analytics, I possess skills in Python and R, adeptly leverage RStudio for data analysis, and exhibit exceptional proficiency in Microsoft Office. My professional character is marked by a profound work ethic, strategic thinking, and a collaborative spirit. I have a limited working proficiency in German, demonstrated expertise in BlueZone and BMC Control-M, and a passion for outdoor pursuits, making me a versatile and dedicated team player. A defining achievement in my military career was the transformation of data handling procedures and the comprehensive training of personnel in the new system, establishing a lasting legacy of efficiency.