Daniel Layfield

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**PROFESSIONAL EXPERIENCE:**

**Operations Analyst, Georgia Farm Bureau**

**2020-Present**

• managed and maintained operational environments using BMC control-m and BlueZone mainframe display.

• designed, maintained, and optimized workflows in Ricoh process director, significantly enhancing the efficiency of printed output production.

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

**Computer Operator, Georgia Farm Bureau**

**2017-2020**

• spearheaded the setup and operation of Pitney Bowes mail-inserting machines, showcasing 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**

**2010-2016**

• 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.