**Wade Stout**

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**BUSINESS INTELLIGENCE ANALYST & DATA SCIENCE PROFESSIONAL**

***Project Management ● Data Management ● Data Analytics ● SLA/SDLC ● IT Infrastructure Support***

# Summary

A solution-oriented professional having over 25 years of analytical, programming, and supervisory experience in areas of project management, program support, data science, database development, data quality assurance and database administrative skills within healthcare, government, energy, human resources, retirement services and academia. Noted abilities include: solid communication skills; execution of ITIL service management; application of data science techniques; authoring standard operating procedures (SOP’s); design methodologies to protect organizational assets and sensitive data from theft or unauthorized use; creation of data visualization and reporting dashboards; developed software using the Software Development Life Cycle; performed property procurement and inventory management.

# Professional Experience

## Indiana University | Bloomington, Indiana (Remote) 9/2023 – Present

*Office of Research Compliance*

Project and Reporting Analyst

*Responsibilities and accomplishments include:*

* Currently managing approximately 30 Power BI dashboards where The Office of Research Compliance is the primary stakeholder.
* Corrected IU-Health Conflict of Interest (COI) Active Disclosure report for Dually Appointed employees where data entry points for Approved, In-Progress and Expired forms were not accurately represented.
* Utilize JIRA work order system to monitor, log and perform task assigned to the department to solve daily issues as well as to track special projects.
* Work directly with the IART data engineering team to monitor the performance of ORC Power BI workspaces relative to report availability.
* Meet regularly with ORC stakeholders for open forum on issues and revisions with respect to Kuali COI-C forms.
* Participated in the hiring process of a new Business Analyst role resulting in the hire of a new ORC employee.
* Provide mentorship to new employee to facilitate a seamless transition into the IU community.
* Attend ORC related functional meetings to learn, communicate and build relationships with IU stakeholders.

## Corebridge Financial (formerly AIG Retirement Services) | Houston, Texas 9/2018 – 9/2023

*Contracted through Accenture – 6/2023 – 9/2023*

Business Intelligence Analyst II

*Responsibilities and accomplishments included:*

* Managed the transition of an end-of-year retirement projections report originally created in Microsoft Access to Power BI for multi-million-dollar client, increasing data fidelity and reducing processing time.
* Routinely processed multi-million-dollar accounts for incoming/outgoing transactions using an Agile-like project management model.
* Utilized SQL tools such as Toad and Oracle Navigator to deliver ad-hoc Excel reports for internal stakeholders.
* Utilized internal financial platforms to perform tasks such as 403a/457b retirement plan conversions, mutual fund market exchanges, trade blackouts, and other fiscal related activities.

## Fort Bend Independent School District | Sugar Land, Texas 12/2017 – 06/2018

HRIS Data and Reporting Analyst

*Responsibilities and accomplishments included:*

* Enhanced an HR Management Access database that increased the processing of terminations by 80% and hires by 25% (average).
* Delivered timely reports used to measure key performance indicators that are evaluated by the school board electorate.
* Utilized Oracle PeopleSoft and Microsoft’s SQL Server Management Studio.to extract complex datasets.
* Designed, modified, and published Fort Bend ISD’s Human Resource webpage using the Schoolwires platform.
* Created and maintained queries for Fort Bend ISD’s Winocular Applicant Tracking System.

## University of Texas Health Science Center | Houston, Texas 03/2016 – 10/2017

Business Intelligence Analyst

*Responsibilities and accomplishments included:*

* Analyzed data entered during medical encounters to measure effective delivery of healthcare within the UT System.
* Utilized commercial healthcare software to determine relationships between patients, encounters, CPT/ICD codes and billed accounts within a measured period.
* Created SQL scripts to match healthcare numerator/denominator data so as to improve efficiency of metric reporting.
* Provided detailed reports for monitoring UT Health Texas’ Delivery System Reform Incentive Payment Region 3 Program requirements for providing healthcare to low income, Medicaid and uninsured patients.

## ConocoPhillips | Houston, Texas 05/2012 – 10/2015

Well Data Analyst

*Responsibilities and accomplishments included:*

* Created, analyzed and maintained proprietary well locations and surveys to improve revenue stream.
* Mentored and trained employees on importing/exporting datasets for various geological databases
* Created process improvement guides for several procedures related to oil and gas.
* Perform SQL scripts for data retrieval regarding well data in Microsoft Access and Toad.
* Manipulated curve data in standardized ASCII formats for import into multiple geology products.
* Load / reconcile seismic and image data log data formats into geological databases.
* Performed weekly quality control measures with data comparisons from the Texas Railroad Commission to ConocoPhillips managed databases.
* Added stratigraphic attributes and columns in multiple geological databases.
* Worked directly with petro-software vendors to register unexpected errors and obtain guidance.
* Lead end-of-year metrics (2013-2014) for most incidents resolved within the IT Data Analyst Team.
* Managed R5000 project interpretation accounts (Oracle based) for Eagle Ford, Lobo, and North Louisiana areas of interest.

## BHP Billiton / Seistream Global | Houston, Texas 11/2011 – 04/2012

Information Systems Engineer

*Responsibilities and accomplishments included:*

* Provided data reconciliation of well header data for multi-million dollar lease acquisition.
* Standardized well header data types for import/export ETL analysis and execution.
* Ported over 1000 well log files into a SQL database to generate on-demand queries and reports by creating a visual basic ASCII parsing program.
* Worked closely with internal managers and geologist for data analysis of well logs, seismic surveys, geographical locales and 3D models.
* Translated shale coordinate data in a QA/QC reconciliation project to correct over 100K well-paths.

## Universal American | Houston, Texas 10/2011 – 11/2011

Systems Data Analyst - Consultant

*Responsibilities and accomplishments included:*

* Supplied data analysis for matching Medicare policy data over several different database platforms.
* Provided group plan validation data used to complete orders with an outside document print service.
* Utilized SQL to filter Medicaid applicant data for the current status of a person’s policy application process; cross-correlated with the status of the document print vendor.

## National Aeronautics and Space Administration | Houston, Texas 12/1997 – 09/2011

Contracted through Collins Aerospace, Astrotech, & Lockheed Martin

***IT Analyst, Administrator and Technical Lead 01/2001– 09/2011****Responsibilities and accomplishments included:*

* IT Asset Lead for all Houston information system assets and user accounts for over 100 employees.
* Directed site server replacements consisting of a file server with a SCSI Raid-5 array, a print/ProE server and a back-up server with a tape-unit.
* Led a team in the procurement, design and deployment phases of an iso3lated Citrix environment.
* Directed contractors to design or maintain database systems to meet customer requirements.
* Integrated tables, queries, forms and reports between MS Access and JDE Oracle enterprise database.
* Added new Oracle 9ias code to strengthen and enforce password integrity.
* Maintained and improved Access databases utilizing Visual Basic for Applications and robust form and report designs.
* Performed monthly system back-ups for a Windows 2003 Server and Oracle 9ias environment.
* Refined scripts in Oracle 9ias to filter out and log mismatched inventory configurations.
* Logistical Analyst for Space Shuttle Human Waste Management System refurbishment facility.
* Executed NIST and DoD guidelines for server administration, IT auditing and security documentation.
* Technical Lead for the procurement and installation of Xerox multi-function devices.
* Attended weekly meetings with management, team members and our customers to report the status of ongoing projects and computer issues.

***IT Analyst, Administrator and Technical Lead (continued)***

* Worked with employees and management to identify and modify processes and specifications that reduced cost and increased efficiency.
* System Administrator on Windows 2003 Server, Oracle 9ias and Microsoft Access environments.
* Leveraged open-source server and security utilities to meet government standards and reduce cost.
* Incident response team member for government security breaches and virus action team.
* Assisted users in solving common computer problems such as slow boot times, office automation and hardware failures.
* Created and updated manuals for production databases and released versions to end-users.
* Familiar with Remedy’s client-side application for retrieving work assignments.

***Department Lead 02/2001– 09/2001****Responsibilities and accomplishments included:*

* Oversaw 12 IT employees in a desktop support environment.
* Interviewed potential candidates for positions that met department needs.
* Interfaced directly with NASA customers to meet organizational requirements.
* Developed procedures to maintain and improve the efficiency of the department’s day-to-day operations.

***Systems Analyst 02/2000– 02/2001***

*Responsibilities and accomplishments included:*

* Enhanced IT work order system to reduce the number of man-hours and improve customer satisfaction.
* Utilized Application Programming Interface (API) features in Visual Basic to capture data and execute functions from other Microsoft Office programs and the Windows system environment.
* Developed an emergency egress human factor’s test application for use by NASA research teams to improve astronaut survivability.
* Assigned researchers isolated computer systems, software and equipment for human subject testing.
* Created run-time client/server applications reducing software-licensing cost in mass distributions.
* Audited end-user PC's to verify software licensing agreements and legalization.

***Information Analyst 12/1997 – 01/2000***

*Responsibilities and accomplishments included:*

* Designed and deployed database systems utilizing 4th Dimension, Filemaker Pro, and Microsoft Access to support mission objectives.
* Defined work instructions and Service Life Agreements required to develop, operate and maintain computer operations for NASA’s Space Life Science contracts.
* Created a client/server test environment to study the Y2K effects on computer hardware, software and in-house databases so as to validate risk management procedures.
* Responded to customer service request contributing to a 99% satisfactory rating for the department.

# Degrees & Certifications

**The University of Texas at Austin – College of Natural Science Austin, Texas**

Bachelor of Arts (B.A.), Computer Science

**The University of Texas at Austin – Red McCombs School of Business Austin, Texas**

Associates, Business Administration

**The University of California – Irvine Irvine, California**

Continuing Education, Data Science

**ITIL** **Service Management Foundations Version 3**

# Skills

Software Development Life Cycle / Service Life Agreement Cycle methodologies, including Water fall and Agile principles and practices.

**Management:** Project Management, IT Service Management, Data Management, Property and Asset Management, Personnel Management, Team Mentor.

**Technologies:** Power BI, Kuali, JIRA, ServiceNow, Tableau, Spotfire, Visual Basic for Applications (VBA), Microsoft Access, SQL Service Management Studio, Toad, Stata, GE Centricity, GE Allscripts, GE Registration & Scheduling, Openworks, Petrel, Petra, Winocular, SchoolWires, Windows Server, Oracle, Peoplesoft, R-Studio, Python

**Data Management:** Data Analysis, Database Design, Database Administration, Data Integration, Data Reconciliation, Data Integrity, Data Visualization

**IT Security:** Database Security, Computer Security, Software Documentation, NIST & DOD practices

**IT Services:** Logistics, Customer Satisfaction, Computer Setup, Software Installation, System Administration, Systems Analysis, Systems Engineering, Technical Support, Technical Writing, Testing, Troubleshooting

**Finance:** Retirement Fund Mapping and Exchanges, Internal Group Conversions (includes fund exchange mapping, mirror implementation and blackout initiation), External Group Conversions (includes Participant, Allocation, Financial, Loan, Deferral and Beneficiary Data), Rebalance Audits, Individual Retirement Projection Audits

**PC Proficient:** Microsoft Windows, Microsoft Office Suite, Linux.

**Other:** HRIS Workflow, Soft Skills