**GYASI BAWUAH, MBA, MS.**

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* *Open to Relocation and can travel more than 50% of the time.*
* *Sample projects attached.*

**Summary of Skills:**

*Machine Learning Algorithms, Data Visualization with Tableau, Data Analytics*

* **Tableau** – Creating action driven, meaningful, and insightful reports and dashboards that tell a complete story about a set of data, while identifying trends and opportunities to support business strategy and competitive advantage.
* **R statistical software** – Performing time series forecasting analytics, developing models that give perspectives about future expectations, and eliminating/minimizing guess works that may have financial implications.
* **Python programing** – Developing predictive models to determine the likelihood of future outcomes based on historical, internal or external data.
* **Python programing** – Performing text mining and Natural Learning Processing (NLP) to mine or transform unstructured texts and blending with structured data to provide insights and analysis.
* **Using IBM Cognos Report Studio** – Creating, distributing, and automating a wide range of professional reports.
* Coordinating with and working closely with different experts to undertake business projects.
* Analyzing complex business problems, researching them, and providing intelligent suggestions, and recommendations.
* Making presentations to higher officials, peers, and large audiences.

**Job History**

## Data Analyst

American Century Investments (Contractor), Kansas City, MO: October 2017 – Present

*Resources: Tableau, Microsoft Access, R, Python, SQL, Microsoft Excel.*

* Used Tableau to develop automated versions of our daily, weekly, and monthly Net Investment reports for company-wide distributions, cutting down production time and manual validations which frequently led to errors.
* Led an initiative to develop and maintain time series forecasting models to statistically approximate our monthly and year-end Net Investment performances to aid financial planning, and product development.
* Developed and maintains quarterly performance dashboards for town hall meetings.
* Developed and maintains executive dashboards for Board of Directors in Kansas City (MO), Mountain View (CA).
* Developed and maintains Month in Review (MIR) reports and commentaries that are distributed to Board of Directors, Executive Management, and all managers.
* Redesigns Excel or SAS based reports into visually appealing and interactive dashboards in Tableau.
* Research data trends and variations in business metrics to provide insights, while explaining dramatic changes or outliers.
* Provide ad hoc reports to support a wide range of users across the organization.
* Leading an initiative to develop a predictive model using internal and external data to explain factors that can determine whether the annual Net Investment would be positive or negative.

## HR Analyst

Sprint Connect LLC, Overland Park, KS: January 2017 – September 2017

*Resources: Tableau, R, Python, IBM Cognos, Microsoft Excel, UltiPro.*

* Managed the Human Resource Information System (HRIS).
* Performed daily and weekly audits on employees’ time card records and liaised with managers and the payroll team to address actual or potential pay errors.
* Developed employee headcount dashboards and time-off reports to provide the HR Vice President with daily/weekly/monthly state of the business.
* Developed Time & Attendance and payroll reports that were distributed to the payroll team and all managers across the organization.
* Developed store-level performance reports and dashboards that were distributed to the operations team and all store managers across our 15 business States.
* Led an initiative to develop a predictive model that explained critical factors that were causing our high attrition rate, to help HR reform its hiring, reward and compensation policies.
* Led an initiative to design and implement workflow systems that streamlined the company’s time-off requests, hiring, terminations, and changes.
* Led an initiative to develop a fraud-detection report that targeted certain non-exempt employees who were gaming the Time & Attendance system.
* Troubleshot the Time & Attendance system for employees.

## HR Support Specialist

Waddell & Reed, Mission, KS: December 2015 – December 2016

*Resources: Tableau, IBM Cognos, Microsoft Excel.*

* Supported the management of the Human Resource Information System (HRIS).
* Performed daily and weekly audits on employees’ time card records and liaised with managers and the payroll team to address actual or potential pay errors.
* Maintained employee master data for over 1000 employees and contractors.
* Provided ad hoc reports for all managers across the organization.
* Provided the benefits teams with employee enrolment reports and open-enrolment activities.
* Developed employee headcount, hiring, changes, and termination dashboards and reports for HR.
* Developed training documents for all managers and non-managers.
* Troubleshot the Time & Attendance system for employees.

## Training & Development Consultant

TriWest Healthcare Alliance (Contractor), Olathe, KS: September 2015 – December 2015

* Led with a team that set up new business locations in Kansas City, Nashville, and Sacramento. Provided health insurance and technology training to new employees.
* Developed training and evaluation materials.

## Training & Development Consultant

Convergys Corporations, Olathe, KS: September 2013 – August 2015

* Provided health insurance and technology training to new and existing employees.
* Developed training and evaluation materials.

## Data Analyst

Government of Ghana, Ghana, MO: May 2011 – December 2012

*Resources: SPSS, Microsoft Excel.*

* Created HR dashboard to help the Director of HR monitor employee headcount.
* Developed employee attendance reports for 27 agencies and departments.
* Supported Finance with planning and forecasting models and analytics.
* Maintained employee master data for over 1000 employees.
* Provided all directors and supervisors with ad hoc fund management reports.

**Education**

Master of Science: Business Intelligence & Data Analytics

Rockhurst University- May 2018.

Master of Business Administration (MBA): Management Information Systems & Quality Management

Park University- December 2016.

Bachelor of Arts (BA): Psychology

University of Ghana- May 2011.