**Dee Waybright**

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**SUMMARY**

* Data driven **Business**, **Data, Reporting, IT Analysis** with a strong foundation in Computer Science, Data Science and advanced years of expertise in **MySQL Database**, **SQL Server** database; creating dashboards and visualizing data insights through tools using **Tableau**, **DOMO**, **Access**, **Workfront**, JIRA, **ServiceNow**, and **Power BI** Desktop for a variety of domains, **power query,** including social services, insurance, and finance. Adept at analyzing business processes, designing data-driven solutions, delivering actionable insights to drive business growth.
* Skilled with Microsoft Query and the Office suite, including Word, PowerPoint, Exchange, Maintenance, Outlook and Marketing Analysis
* Has a thorough understanding of all Microsoft Excel advanced features, including **VLOOKUP**, **Index Match**, **Pivot Table**, etc.
* Proven ability to write performance **SQL queries**, analyze data using **statistical analysis**, **data cleaning**, **data visualization**, **data aggregation** and **data acquisition,** analyze outcomes, and effectively communicate findings to stakeholders.
* Skilled in establishing **Data Governance** and setting **quality data standards** to ensure **data integrity** and accuracy.
* Knowledge of **Relational databases**, **RDBMS, ETL (WHERESCAPE, POWERQUERY).**
* Experience in **Data Analysis** and manipulation of complex data sets for the business needs.
* Ability to interact and work with internal & external stakeholders/vendors/clientsat all levels.
* Self-aware, reflective, and able to learn quickly while on the job.

**CORE SKILLS**

* IT Systems Analysis
* Business Analysis & Reporting
* SQL Server & MySQL Database Management
* Advanced Excel & Microsoft Access
* Data Modeling & Analytics
* Statistical Analysis & Predictive Modeling
* Data Visualization: Tableau, Domo, and Power BI, **Power Query**

**TECHNICAL TOOLS**

* Tableau | Domo | Power BI
* SQL Server | MySQL | Microsoft Access
* Python | Advanced Excel

**EDUCATION**

* **Master’s degree in** **Data Analytics In Progress 2026**

University of Maryland Global Campus, USA

* **Bachelor’s degree in computer science (4.0**)  **----- 2023**

University of Maryland Global Campus, USA

* **Associate Degree in General Study (3.8/4.0) ----- 2021**

Baltimore Community City College, Baltimore MD USA

**CERTIFICATIONS**

* SQL Certification, University of Michigan
* Tableau certification, University of California
* Scrum master, International Scrum Institute
* Business Analytics, University of Maryland Global Campus

**WORK EXPERIENCE**

**Data Analyst**  
**Jewish Social Service Agency, Remote**  
July 2022 – Present

**Environment**: Wherescape, SQL Server Management Studio, Access, Power BI, MS Excel, Teams, Tableau, ServiceNow, Jira, SharePoint, EHR (Netsmart), **Power Query**

**Accomplishments**:

* Collecting data from various internal and external sources, including databases, surveys, and service records.
* Reviewing datasets for accuracy, removing duplicates, and correcting errors to ensure high-quality data.
* Created databases, tables, and views on MySQL database.
* Set up automatic refresh and publishing reports allowing all users to access the latest information using the Power BI gateway.
* Wrote measures and derived columns using Power BI DAX language.
* Utilized **Power Query** to integrate data from multiple sources, including SQL Server and Excel, into Power BI for seamless reporting.
* Designed and implemented robust data transformation pipelines using **Power Query**, enabling real-time updates and streamlined workflows.
* Consolidated and transformed datasets using advanced **Power Query** features such as:

Conditional columns for data categorization, Pivoting and unpivoting data for custom reporting needs and plitting, combining, and parsing columns for detailed analysis.

* implemented efficient data refresh schedules in Power Query, ensuring timely updates for stakeholders across departments.
* Debugged and optimized **Power Query** M scripts to improve data processing speed and reduce errors.
* Creating regular reports, dashboards, and visualizations to communicate findings to stakeholders, including program managers and leadership.
* Performing statistical analyses and data modeling to identify trends, patterns, and insights that inform program decisions.
* Monitoring compliance with data privacy policies and ensuring best practices in data handling.
* Maintaining clear documentation of data sources, methodologies, and analytical processes for future reference.
* Providing support and training to staff on data tools and analysis techniques.
* Developed, analyzed, and reported metrics for key risk indicators and key performance indicators that enable management to make timely and effective decisions related to threats, risks, and control requirements.
* Strong ability in developing SQL queries to extract, manipulate, and/or calculate information to fulfill data and reporting requirements, including identifying the tables and columns from which data is extracted.
* Attending team meetings to discuss ongoing projects, share insights, and collaborate on data-driven initiatives
* Involved in the maintenance and monitoring of dashboard access and refresh.
* Leveraging Jira and SharePoint to manage project workflows and team collaboration effectively.
* Integrating EHR (Netsmart) solutions for advanced data handling and reporting.

**Data Analyst,**

**UnitedHealth Group, Remote July 2019** – **June 2022**

**Environment**: Workfront, MoveIT, GECS, PUTTY, **Domo**, **SQL** Server Management Studio, Access, **Tableau**, **Power BI**, MS Excel, Teams , **Power Query**

**Accomplishments**

Actively Providing business intelligence recommendations by carrying out advanced analytics to assess the client's overall operations.

 Leveraged **Power Query** to clean, transform, and load complex datasets into Power BI, ensuring accuracy and efficiency in reporting.

 Automated data transformation workflows, reducing manual processing time by 30%.

 Developed advanced **Power Query** logic for tasks such as:

* Merging and appending datasets from multiple sources (e.g., SQL Server, Excel).
* Creating calculated columns and custom functions for business-specific metrics.
* Unpivoting and restructuring data tables for optimal visualization.
* Used **Power Query** to handle large datasets, filtering and transforming millions of rows to create actionable dashboards.
* Applied data validation techniques within **Power Query** to ensure consistency and data integrity before analysis.
* Collect data from multiple data sources to perform data matching and data integration.
* Writing queries with **SQL** to pull data from multiple data sources; analyze complex data from the data warehouse.
* Analyze, cleanse, and transform data in **SQL** with business requirements.
* Automated supply chain dashboard using **SSMS** and **Tableau.**
* Conducted advanced statistical analysis to determine trends and significant data relationships.
* Developed interactive dashboards and reports to leverage new capabilities, resulting in an increase in user flow across all departments' dashboards.
* Implemented promotion of data and manage content with role-level security.
* Create self-serve reporting solutions, automate current reports, data calls, etc., and develop a new procedure for managing stakeholder data using Power BI for gathering, reviewing, and sending out information to contractors when feasible.
* Train team members and/or other internal users on BI Tools and dashboards.
* Review and evaluate changes and updates to source production systems for reporting needs.
* Perform data extraction, transformation, analysis, and interpretation of findings
* Develop and/or maintain conceptual models and data flows; collaborate closely with business and other analytical professionals to establish new project requirements, such as data standards, data definitions, and data requirements.
* Perform and support IT Operations tasks, such as daily/monthly cycles, and running applicable reports.
* Present clear findings; Communicate precise information to both technical and non-technical stakeholders.
* Using Power Bi, Power Bi dashboards and visualizations were created.
* Involved in Building, and publishing customized interactive dashboard in Power BI Desktop for Sales
* Created **Excel BI Analysis** and reports using **VLOOKUP, Pivot tables, charts, and reports.**
* involved in communication with clients and Information Technology team to understand the requirements, give reports and follow up on technical issues.
* **Documentation** of the process and narratives to support the methods used in the data

**Data Analyst,**

**HealthEquity, Remote March 2017 – June 2019**

**Environment**: ServiceNow, MS Excel, **Tableau**, **Power BI**, SQL Server Management Studio, Access, Cisco

**Accomplishments**

* Create BI reports in **Tableau** using, unions, count, group, and IF functions for report purposes.
* Designed a complex data model on **Tableau**.
* Wrote SQL queries for report using various joins, unions, counts, groups, and functions.
* Wrote codes to extract data from **SQL** Server database for further analysis.
* Worked with data analytics team to understand data needs to create requirements for generating reports and diverse project solutions.
* Provided support to data analytics team with regards to data sources, reporting and analytic methods.
* Created **Excel BI Analysis** and reports using **VLOOKUP, Pivot tables, charts, and reports.**
* Data migration and Data validation/Testing through VBA modules between MS Access (SQL Database) and MS Excel.
* Importing of data to Access and **SQL** Server from flat files and Excel spreadsheets.
* Prioritized and handled multiple tasks, including researching, and analyzing data on sales across different regions, communicating effectively in written and verbal formats to various audiences (including various levels of management and external clients) in a professional business environment.

Performed data quality checks to ensure data integrity and accuracy in reports.

**REFERENCES**

Available on request