EMILY BROWN

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Summary:

Meticulous professional with over three years' experience working with national and global data resources, equally comfortable consuming documentation and creating meaningful data. Searching for a role where my analytical and organizational talents will continue to flourish and grow. Natural problem solver and big-picture thinker, finds deep satisfaction in improving methods and practices. Positive and creative communicator, empowered by helping others and achieving accurate results. Passionate about data integrity and reasons behind best practices: earned Master's in Library and Information Science.

Technical: MySQL, SQL Server2013, MDM, XML, Excel, Word

Experience:

CorVel (3/2016 Start – 10/2017 End)

Portland, OR

Data Analyst

- Loaded data using proprietary software on a daily, weekly, quarterly and yearly rotation. Curated these data in SQL in accordance with company standards and industry best practices. Tasked daily with quality checking my team's data loads.
- Supported work order requests from national client base by analyzing the feasibility and legitimacy of the requests, then crafting data updates as needed. Frequent communication to users and team members on these updates.
- Trained with data team members to back up various types of data loads, created and edited documentation on data load processes.

One of the first employees ever cross trained to work with the rules team in setting up business logic for the company's proprietary software.

UTi Worldwide (11/2014 Start – 3/2016 End)

Portland, OR

Technical Analyst, Data Steward

- Supported global work orders from end users of a proprietary logistics software based on MDM. Performed analysis of existing data cleanup efforts, planned new data setups to support development and maintenance of geographic data.
- Lead long-term global address data cleanup project using MDM application. Daily use of data export, import, record creation, data deletion.
- Created data setups to support quality assurance testing of new and modified features.

Authored over 50 in-house guides for multiple table impact data updates and other processes, significantly speeding up daily workflow and onboarding.

Portland State University (11/2013 Start – 11/2014 End)

Portland, OR

Library Tech II

- Helped grow the Open Access Repository. Located electronic versions of articles, evaluated copyright and permission status of materials by consulting publisher's policies, online databases, plus contacting publishers directly.
- Creation of electronic objects with verified publisher's permission, links to electronic

version of article, or digitizing paper copies by scanning. Creation of metadata for library items using Qualified Dublin Core and LOC standards as per national standards.
- Updated shared documentation upon receiving a publisher's responses for reference.

Made historical archives available digitally, including speeches by JFK and MLK, Jr recorded on campus.

Education:

Master's of Library Information Science, San Jose State University, 2013.

B.A. English Literature, University of Maryland University College, 2009