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**Data Analyst, Programmer**

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Master Data Center, then  
Thomson IP Management,  
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As a Data Analyst (Data Conversion Specialist) at Master Data Center, I did the legwork to determine the Data Mapping of the Customer's data into the format necessary for import into **IP Master**, the company's flagship product.

#### DATA CONVERSION PROJECTS

- On-site analysis of client's legacy system and databases with the goal of producing Data Mappings for the Conversion process (ETL).
- Programmed, executed and debugged conversion programs in COBOL, Visual Basic and SQL Server Scripts.
- Created numerous programming tools (data manipulation, conversion, analysis) to assist Programmers in the Data Conversions.
- Created Data Scrubbing Reports to indicate problems within the Customer's data that would prevent a successful conversion (bad dates, invalid values, out-of-range values, missing fields, etc). Present to Project Managers and/or Clients to improve the data conversion.
- Defined data integrity / cleansing requirements for the Data Conversion process.

#### PROSPEC SYSTEM

- Given free rein by management to design a System to replace or augment the existing Legacy processes.
- Developed an Access Database System (**ProSpec**) to track Specifications and aid in Data Conversions.
- Created programming logic and ETL code for the Data Conversion processes and loading of data into the target databases.
- Design User Interfaces (User Experience) based on Requirements.
- Designed Access and SQL Databases based on Requirements.
- Saved \$2,500 on a data conversion by effectively using the **ProSpec** System (a conversion that might usually take 2 months was completed in 2 weeks).
- Developed Best Practices for Data Conversions as a result of standardization within the **ProSpec** system.
- Trained Programmers in the concepts of ETL, Data Conversion, Programming Tools and **ProSpec**.

#### BUSINESS ANALYSIS

- Developed and articulated programming solutions that met the client's business and technical requirements.
- Interacted with Clients, Project Managers and other Programmers to correct and adjust problems discovered in the Exception Reports after running Data Conversions.
- Analyzed the existing Legacy Data Conversion techniques to create the new **ProSpec** System.
- Met with Project Managers to gather requirements for integration into the **ProSpec** System.
- Added features to the **ProSpec** System based on personal experiences with each subsequent Data Conversion.
- Strong understanding of programming concepts required (data structures, algorithms, Visual Basic, SQL Server, Operating Systems, etc).

#### TECHNICAL WRITER

- Prepared detailed Specifications from which Data Conversion programs could be written.
- Created a User Manual for the **ProSpec** System.
- Excellent written and oral communication skills.