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| **James A. Coons (**[James.Coons@yahoo.com](mailto:James.Coons@yahoo.com)**)**  **Data Analyst, Programmer**  04/1995-10/2004 | **Master Data Center**, then **Thomson IP Management**, now **Clarivate (www.clarivate.com)** |

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.