JAMES WHITAKER
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INFORMATION MANAGEMENT OFFICER

Information Management professional passionate about leveraging technology to support operational excellence in the humanitarian sector. Two years supporting Disaster Response and Disaster Risk Reduction projects in the North Pacific for the UN Migration Agency (IOM). Managed a team of 14 to facilitate the largest cash-based initiative in IOM for 2016. Develops bespoke systems, tools, databases, applications, and information processes and systems to meet project needs. Experience in Processing, analysing, reporting on and visualising datasets. Manages all stages of the systems development lifecycle, from case study to development to training. Rapidly absorbs new technologies into a wide technical skillset.

Data Analysis • Visualisation & Reporting • Collection & Integrity Strategy • Process Automation
Database Development and Administration • Data Cleaning • ETL • Dashboarding • System Development

Python • R • SQL • PowerBI • Azure • ArcGIS • KoBo • Open Data Kit • Git • SharePoint • MS Suite • Adobe Suite

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PROFESSIONAL EXPERIENCE

UN MIGRATION AGENCY (IOM) - *Vienna, Austria • July 2019 - Jan 2020*
DISPLACEMENT TRACKING MATRIX (Intern)

Supporting the capturing, storing and analysis of DTM data received from IOM′s field offices in coordination with the Regional DTM Team and the Global DTM team in HQ; Assisting with the production of written outputs and various information products (monthly/quarterly statistical reports, info-sheets, presentations, internal briefs, summary/overviews and maps in response to specific requests) based on DTM flow monitoring data and other available, relevant sources. Ensuring timely flow of data from the field missions/country offices into the internal database to maintain the prescribed dynamic of portal updates. Assisting in identifying changes in trends, in coordination with country focal points and regional team and ensure their reflection in DTM products.

UN MIGRATION AGENCY (IOM) - *Pohnpei, Micronesia • March 2017 - Dec 2017*
INFORMATION MANAGEMENT SYSTEMS SPECIALIST (UG)

Safeguarding, designing, developing and maintaining the Mission's database system and modules. Coordinating the development and enhancement of the integrated methodology for data collection and information packaging as required and needed by programs in the mission. Travelling to the sub-offices to oversee and coordinate the activities of the IM and ICT units. Distribution and monitoring of information requested or compiled in the mission's institutional memory. Training and support for database assistants and field staff in the use, maintenance and support of developed IM tools. Reporting to Chief of Mission.

UN MIGRATION AGENCY (IOM) - *Chuuk, Micronesia • March 2016 - March 2017*
TYPHOON MAYSAK RECONSTRUCTION PROGRAM
INFORMATION MANAGEMENT OFFICER (Consultant)

Designing and implementing digital tools and systems for inventory control, procurement, scheduling, construction tracking, reporting, and all operations teams across the program. Creating secure, easy to use applications and systems for staff. High standard of documentation and data flow mapping. Creating and delivering group and one-on-one training sessions. Data analysis & reporting to support decision making internally and externally. Managing operations, systems, data and staff for the cash-voucher initiative of the project.

EDUCATION
MSc Information Systems and Information Management • University of Leeds • Distinction • 2018-2019

LANGUAGES
English reading/writing/speaking • Native
French reading/writing/speaking • Basic