John G. Fraser, CPA, MSAE

1041 Grand Tree Court, Fenton, Missouri 63026

(314) 420-6874 – jfraser123@outlook.com

September 28, 2020

Hiring Manager

Regarding: Data Analytics

Dear Hiring Manager,

I am pursuing a career change to data science / data analytics and have recently completed a Master of Science in Applied Economics where we studied econometrics. I used STATA extensively in my master’s degree studies to perform inferential analysis and create visualizations. (STATA is a competitor to R and Python.) I am also currently taking more classes on R, Python, Power BI, TensorFlow, and SQL using Pluralsight and some self-study books. My mathematics education includes calculus III, linear algebra, statistics, and differential equations.

I have led software installations and back office reconstructions at several organizations, extracting and transforming transactions at each one. My Master’s degree studies also required us to extract data from many different sources and then scrub and upload those datasets into STATA before doing inferential analysis. My hope is that a combination of my work experiences and academic studies will qualify for my desired career transition.

At my last employer, I have been leading a paperless conversion for the past two years so that when Covid-19 started, we became virtual in two weeks.

I am an active person. I started racing in triathlons last year and enjoy outdoor activities.

Please feel free to call me at 314-420-6874 anytime day or evening.

Very Truly Yours,

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Description automatically generated

John G. Fraser

JOHN FRASER, CPA MSAE

1041 Grand Tree Ct. - Fenton, MO 63026-7013

Telephone: 314.420.6874 - jfraser123@outlook.com - <https://www.linkedin.com/in/jgfcpa/>

**ABOUT**

Earned a Master of Science in Applied Economics in May of 2019 and am pursuing a career change to data analytics or data science. Enjoy learning, and especially enjoy learning new technology.

* Project leader on several process improvement projects and software installations.
* Learned regression and other econometric techniques during my Master of Applied Economics studies.
* Prepared, analyzed, and interpreted datasets during the applied economic studies and work projects
* Learned several software packages and report writers.
* Enjoy creating meaningful graphics to present complex information simply.
* Active individual who started racing in triathlons in 2019 and participate in triathlon club activities.

**SKILLS FOCUS**

* <https://github.com/jgfund?tab=repositories>
* Developed statistical models with predictions during econometric studies.
* Extracted data during system conversions and econometric studies.
* Learned several report writers including F9 and ad-hoc report writers.
* Understand relational databases and use Excel, Access, and Power Point.
* Used STATA extensively in master’s degree studies. STATA is competitor to R, SAS and Python
* Have completed several education modules recently including: 9 hours of R, 8 hours of Python, and 12 hours of SQL using Oracle SQL developer.
* Analyzed organization functions, made recommendations, and applied activity-based costing.
* Conducted business reviews of organizations resulting in changes to operations.
* Designed financial dashboards to include key operational statistics at all employers and several clients.
* Created and monitored plan to meet business objectives.
* Presented work products to clients and reports to Board of Directors, acted as the internal consultant for much of my career.
* Mathematics studies include calculus III, differential equations, linear algebra, and statistics.

**WORK EXPERIENCE**

HOUSING AUTHORITY OF ST. LOUIS COUNTY

Deputy Director

Finance department, IT Function, Human Resources and Voucher program 09/2017 - Present

* Designed and led conversion to virtual operations resulting in reduced time required per unit of work, reduction of late work by over 500%, and work-from-home capability.
* Secured data by establishing file storage and naming protocols and taught staff how to implement resulting with 99% compliance with file storage protocols.
* Transformed communication with clients from paper to emails by modifying SQL queries for email templates using Yardi software resulting in faster communications and lower costs and less reliance on telephone messages.
* Improved financial reporting by designing custom financial statements using Yardi software resulting in higher level of disclosure to Board and presentation of useful financial and performance information.
* Improved budget process by building interactive budget models, also taught staff how to build models.
* Transformed budget data for import into general ledger reducing budget entry time from days to hours.
* Improved service to customers by taking lead in diagnosing problems and coaching staff resulting in 50% fewer program participants being terminated from program, 90% reduction in problem landlords and significant reduction in complaint calls.
* Upgraded staff knowledge by teaching PC basics classes and led Yardi superuser group meetings, this resulted in a distribution of knowledge between staff reducing reliance on just one person.

YWCA METRO ST. LOUIS

Chief Financial Officer 11/2011 – 09/2017

Finance department, risk management, compliance

* Modified cost reporting process and reports to government funder by redesign of financial processes resulting in reduced time of reimbursement draws from days to hours and reduced error rate to near zero.
* Built financial models and trained staff to build financial models increasing staff skill level.
* Solved problem of processing payables from remote sites by leading installation of Microix software resulting in reduction of time in processing an invoice from days to one day.
* Established endowment fund structure and investment performance tracking resulting in increased confidence for donors considering endowment donations.
* Uploaded historical investment transactions to new investment tracking software allowing trend analysis and historical reporting capabilities.
* Prepared indirect rate funding application for government funding resulting in maximum legal reimbursement.

FRASER ENTERPRISES LLC and Interim Engagements

Owner of small retail service business 06/2006 – 11/2011

Accomplishments:

* Upgraded quality and timeliness of financial information by reconfiguring general ledger and subsidiary ledgers for a client in 6 months.
* Improved financial reporting using F9 Excel based report writer.
* Turned around small business in three years, while surviving economic downturn with sales 13% above other stores in system and attained a #1 customer service ranking.
* Trained staff to run store with a #1 ranking error rate.
* Assisted client with managing 22 audits and reviews, rebuilt accounting team in eight months, identified and managed a database corruption problem.

SAINT LOUIS ART MUSEUM

Assistant Director for Finance and Administration/Controller 10/2003 – 06/2006

Managed Finance, Retail, Human Resources and Information Systems

* Enhanced confidence in financial systems with internal customers and investors/donors netting several hundred thousand dollars in donations by designing and implementing new general ledger, subsidiary ledger, and project costing systems in six months.
* Maintained historical data in new system by extracting 12 years of monthly historical data, mapped old configuration to new configuration and reimported to new configuration.
* Improved financial reporting by creating drill down financial reports for each cost center using F9 Excel based report writer.
* Created cost accounting reports, controls, and accountability by utilizing self-serve cost accounting feature of software resulting in managers ability to self-monitor costs of projects.
* Upgrading IT staff resulting in increased satisfaction of internal customers.

SAINT LOUIS SYMPHONY ORCHESTRA

Chief Financial Officer 07/1999 – 10/2003

Managed Finance, Information Systems and Investment Management

* Improved accuracy of financial reporting and reduced financial statement preparation time by converting AS400 general ledger and subsidiary ledger system to windows-based system in four months and by redesigning financial reports.
* Negotiated financial terms of performance-based construction contract resulting in best price possible.
* Creating process for extracting transactional data from customer contact software for import into general ledger resulting in reduction of time spent posting transactions and eliminated data entry errors.
* Introduced cost accounting structure and incorporated activity-based cost accounting features into new accounting system resulting in identification of underperforming products.
* Reduced staffing costs 15% by directing the reconstruction of all remaining back office processes in the company.
* Played key role in restructuring of company, including union negotiations, resulting in 10% reduction in costs.
* Led startup of pension plan administration to include the committee understanding time horizon and risk tolerance resulting in improved investment asset allocation.
* Led establishment of endowment trust entity and investment management structure thus improving donor/investor confidence and helped secure millions in increased or renewed donations.
* Directed spin-off of under-performing entity resulting in saving the organization from funding significant losses.
* Developed budgeting and forecasting models.

SELF – EMPLOYED

Consultant

Interim Financial Management, Home Health Consultant 07/1997 – 07/1999

Projects performed:

* Provided critiques of home health billing departments resulting in increased reimbursements and reduced error rates.
* Helped clients with strategic planning by performing Interim Payment System modeling.
* Reduced risk to agencies by performing compliance reviews.
* Obtained additional reimbursement for agencies by reviewing cost reports and providing suggestions.
* Improved accuracy of financial reporting for clients by performing critiques of agency’s finance function.
* Reduced 20% to 50% of time spent on certain manual processes by performing critiques of agency’s utilization of information system capabilities and implementing consolidated forms.
* Reduced time spent creating job bids for a client by 50% writing database application. Used some SQL and some visual basic.

LAB HEALTH PROFESSIONALS, INC., St. Louis, MO 1997

Director of Finance

* Acted as Director of home care management business.
* Established financial models to determine effect of home office cost allocations.
* Developed financial plan for new business venture.
* Created turn-around and buy-out plans for troubled company.
* Saved company from unprofitable business acquisition through recommendations made in due diligence study.

CARDINAL RITTER INSTITUTE, St. Louis, MO 11/1990 – 03/1997

Director / Assistant Director of Finance / Network Administrator

Managed Finance, Network administration, software installation projects and computer purchases.

* Researched/recommended software and hardware.
* Reduced overhead costs by 20% by automating general ledger and billing functions.
* Led installation of medical charting and billing software thus reducing manual charting and time tracking by 50%.
* Eliminated duplicate data entry time by initiating link between the medical billing software and payroll software thus reducing time spent on process by 50%.
* Improved quality of cost accounting information by developing cost reporting practices for the many cost centers of the agency.
* Directed accounting department.
* Liaison for government auditors, HUD and insurance companies.
* Prepared financial and government audit documents, prepared cost certifications and financial reports.
* Trained 20 staff members in the use of the medical tracking software and personal computers.

PUBLIC ACCOUNTING 01/1987 – 11/1990

**EDUCATION**

Business Administration-Major in Accounting, University of Nebraska, Lincoln NE 05/1986

Master of Science in Applied Economics Program, University of North Dakota 05/2019