Michael Wojcik

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PROFESSIONAL EXPERIENCE

Mobis Parts America, Fountain Valley, CA - (3/2013-Current)
Senior Analyst
· Create Macros in Access, exporting data to Excel for analyzing and reporting purposes.
· Prepare monthly transportation costs analysis, and produce revenue reports by distribution center.
· Create and maintain Access databases to collect shipping and vendor information for reporting.
· Composed several VBA Macro scripts in Excel, cutting down the time on loading vendor data.
· Developed individual Access databases to enable multiple users in the database at the same time.
· Sent out requests for pricing to compare current vendors versus potential new vendors costing.
· Work with third party vendors on data discrepancies and how to best resolve issues that show up.
· Held monthly Excel classes gong over using formulas: Vlookup, Sumif, Countif, and PivotTables.

KM Strategic Management, P2S Engineering, Insight Imaging and Kim's Lighting –
(3/2010-12/2010, 3/2011-6/2011, 9/2011-3/2013– (Contract Positions))
Financial/Data Analyst
· Set up Access databases to collect medical provider information for reporting requirements.
· Created SQL Tables and Queries so end users could generate client reports with Crystal.
· Designed an innovative fee based template in Excel for client requested calculations.
· Built reports in Access utilized by the marketing and sales teams for client presentations.
· Enhanced data loads into each providers databases by creating stored procedures to run daily.
· Created tables and queries in Access and analyzed data utilizing advanced Excel formulas.
· Moved large sets of data from Excel to Access that ended up saving time in the daily processes.

Deutsche Bank, Santa Ana, CA - (1/2006 - 2/2009)
Quality Assurance/Data Analyst
· Designed and updated database scripts to calculate client requirements on a monthly basis.
· Prepared customized client monthly reports requested using Crystal Reports, Excel and SQL.
· Developed note valuation reports, portfolio tests, conveying results with clients on a weekly basis.
· Researched and resolved internal and external questions using, Access, Excel and CDO Suite.
· Compared prior, current, and projected year financial data utilizing Excel on a monthly basis.
· Researched and developed spreadsheets that calculated investment figures for the company.
· Wrote VBA scripts in Access and Excel for efficient reporting to the sales and marketing teams.

Nicholas/Applegate, San Diego, CA - (7/2000 - 1/2006)
Performance Analyst II
· Formulated analytical calculations for clients - dispersion, value of a dollar, and risk return analysis.
· Calculated, researched, updated and distributed performance figures within the firm on a daily basis.
· Produced presentations for sales, RFP's, highlighting the companies' performance statistics.
· Calculated and reported yearly asset-weighted composite dispersion numbers to the portfolio managers.
· Reported statistical calculations, such as standard deviation, beta, alpha, and r-squared on data.
· Established risk return charts for the companies' composites versus their respective indices.

EDUCATION
California State University, Fullerton - B.A. Mathematics - Statistics Specialization

SKILLS AND PROGRAMS
Access, Excel, SQL, Word, Outlook, Crystal Reports, Power Point, Bloomberg, Cognos, and SAS.