

MARCUS LEWIS

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Professional Summary

Analytical Content Analyst. Gifted in evaluating risk and loss potential and developing information for new and renewal policies. Team-oriented with success in creating case studies and content validation. Highly motivated and eager to grow career as an Analyst. Desire for industry knowledge and trends to implement further in career.

Skills

- Business analysis
- Risk management
- Data Analysis
- Creative writing background
- Motion and Premier Pro mastery
- Strong presentation skills
- Project coordination
- JavaScript
- Responsive Web Design
- NodeJS
- MS Office
- Technical support
- Time management
- Agile Methodology
- Javascript Libraries and Frameworks
- Front-End Skills: HTML, CSS

Work History

Content Analyst

Nov 2020 - Current

Bitvore

Irvine, CA

- Conducted extensive research to provide factual statistics for articles, blogs and landing pages.
- Generated blog posts and case studies by monitoring industry news and cultivating sources.
- Proofread, edited, and evaluated final copy to verify content aligned with established guidelines.
- Validated results of gathered content by machine-learning process and performed quality assurance to assess accuracy of data.
- Collected, arranged and input information into database systems for muni bonds.

Underwriter

Feb 2020 - Current

ExpiTrans

Rancho Santa Margarita, CA

- Evaluated debt ratio, credit, income, compliance, title documents and appraisals during underwriting process.
- Calculated group and individual renewal rates based on customers background, industry and demographic information.
- Assisted Risk and Financial departments by calculating group and individual renewal rates based on customers' background, industry and demographic information.
- Identified risks resulting from client's underlying business practices, underwriting investigations or fraud

exposure.

- Followed through with multiple banks and managed all phases of underwriting process.
- Provided high level of assistance with review, classification, coding and rating of applications.
- Determined and documented merchant conditions and communicated requirements and decisions.
- Examined risk and controlled loss, conducting system analysis and recommending policy solutions.
- Supported review and acceptance or denial of new or renewal business.
- Contributed ideas and offered constructive feedback at weekly sales and training meetings.

Technical Media Assistant

Sep 2017 - Jan 2019

University Of California, Irvine

Irvine, CA

- Edited educational videos for digital distribution by managing graphics, sound, music mix and color correction.
- Delivered edits with multiple camera angle choices, titles, graphics, audio and special effects.
- Participated in creative meetings to assist in developing ideas and defining project deadlines.
- Played key role in facilitating projects and contributing to every stage of film and video production.
- Worked with editorial team to develop, produce and edit content for broadcasting including promo creation, digital content, marketing content, concept generation, location production and studio production.
- Organized assets by collecting data from camera media, transcoding video and audio files and managing file backup to digital asset management system.
- Performed post-production work, including assembling raw material, editing sound and sequences and providing final product within time and budget constraints.
- Reviewed and edited film by selecting best combination of performance, sequencing and timing to tell story.
- Edited motion design and visual effects, network brand identities, promotion and educational campaigns.
- Created and maintained courses for professors incorporating a number of visuals and web-based design.
- Monitored social media and online sources for industry trends.

Laboratory Technician Assistant

Sep 2015 - Feb 2016

University Of California, Irvine

Irvine, CA

- Kept laboratory equipment clean and in good working order for optimal functionality and longevity.
- Handled specimens according to laboratory protocols to maximize accuracy and precision of results.
- Documented experiment progress and observations, compiled data and organized findings for analysis.
- Inspected and calibrated lab equipment including pH meters, spectrophotometers and centrifuges.
- Tested chemical products to monitor reactions for quality assurance purposes.
- Monitored, fed and cared for specimens to produce the highest quality of future experimentation.

Student Intern

Aug 2015 - Aug 2015

University Of California, Irvine - OAI STP

Irvine, CA

- Designed new product elements such as image recognition, hand writing recognition, audio, video and

device-to-device communication.

- Researched, designed and implemented scalable applications for information identification, extraction, analysis, retrieval and indexing.
- Evaluated potential software products based on new and existing system development and migration requirements.
- Developed prototype product that implemented voice recognition, motion recognition, and GPS tracking.
- Used specialized laboratory equipment to produce equipment needed for prototype development.
- Presented fully-functional prototype at the culmination of the internship.

Laboratory Assistant

Jun 2014 - Sep 2014

California State University, Los Angeles

East Los Angeles, CA

- Cleaned and sanitized equipment and workstation in compliance with health and safety regulations.
- Analyzed experiment and test results to validate adherence to standards and specifications.
- Tracked experimental results, coordinated data reviews and produced detailed reports for use.
- Efficiently organized and maintained equipment to keep laboratory productive and safe.
- Researched air quality of the campus to determine common pollutants and determined sources.
- Implemented specialized laboratory equipment to determine results of field testing.
- Produced a number of reports following calculations and experimentation.

Computer Programming Assistant

Oct 2013 - May 2014

Lockheed Martin

Palmdale, CA

- Gained knowledge of CATIA and C++.
- Used CATIA to design a multitude of objects, spanning from tools such as screws, to basic, military grade rockets.
- Reported back to instructor and management to receive day-to-day tasks and responsibilities.
- Supported student learning objectives through personalized and small group assistance.
- Upheld strict, government security procedures to maintain data confidentiality.
- Collaborated with product management to design, build and test systems.

Education

Bachelor of Arts: English Language And Literature

Sep 2019

University of California, Irvine

Irvine, CA

References

Puja Patel - Muni Content Delivery

Bitvore

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Rica Young - Learning Experience Designer

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