Luke Manas

Data Manager - Corporate Affairs
Con Edison | New York, NY | January 2020 - PRESENT

Data Analytics
- Use statistical programming languages (Python/ SQL) to clean, query & measure impact of our philanthropic portfolio and present stories through visualizations & other data storytelling techniques.
- Build and maintain data models/ dashboards (Power BI/ Data Studio) for KPI tracking and root cause analysis in layered levels of granularity.
- Own analytics of all internal and non-marketing external communications.
- Establish organization wide best practices for data management to position Corporate Affairs for assimilation with the Enterprise Data Analytics Project.

Project Management
- Delivered high complexity modernization of database & work management systems from inception & design through closeout in a matrixed environment - maintaining timelines & < 3% budget variance.
- Prepare board documents and regular communications for SVP and C-Suite executives detailing progress towards organization KPI's & highlighting qualitative case studies.
- Serve as Risk Liaison to Enterprise Risk Management, working across the enterprise to modernize severity risk factor rubrics and advise SVP on ratings.

Operations
- Manage a $15M philanthropic portfolio (>1k grants to ~600 partners) improving strategic value of the average grant by 33% through design and execution of a participative change management strategy.
- Lead operations team to improve departmental KPIs for request lifecycle by 36% (47-30 days) & budget forecasts from 8% variance to < 1% MoM through application of the PMBOK.
- Work cross functionally to design process workflows for crisis communications that ensure compliance with regulatory requirements based on varied benchmarks.

Data & Technology Lead, Dept. Coordinator, Teacher
NYC Department of Education | New York, NY | September 2014 - December 2019

- Work with Soundtrap for Education (Spotify) - meet with UX designers and product managers to improve educational products for deployment in the music education space.
- Manage design and implementation of targeted intervention programs leading to an average growth of +3.22 points across core subject areas and +4.86 points in students who received my direct instruction.
- Analyze qualitative & quantitative data sets and advise on action steps, leading to a 23% increase in ELA proficiency and 14% in math over a three year period (defined as Level 3 & 4 on NYS exams).
- Design, develop and execute multiple projects leading to a technologically integrated educational setting: 1:1 computing, scalable pilots, system administration, "train the trainer".
- Lead trainings and professional learning cycles at school, city and state levels
- Lead department and grade teams of 4-5 professionals.
- Teacher of Music: wrote an innovative technology based curriculum in a blended learning model that moved student data at an accelerated timeline, i.e. second year benchmarks in one term.

Cellist & Music Teacher
Freelance | New York, NY | 2010 - 2019

Contact

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Education

M.S. Education
CUNY Queens College
May 2016

B.A. Music
SUNY Stony Brook
May 2010

Professional Skills

Program & Project Management

Python/ SQL

PowerBI / Data Studio

Microsoft Project/ Smartsheet

Dashboarding

Operations

Data Management, Analysis & Reporting

Stakeholder Management

Professional Development

Google Suite & MS Office