MARY ANNA KIVENSON

DATA ANALYST | BROOKLYN, NY

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SKILLS

- **Programming**: R, Python, SQL, VBA
- **Reporting Tools**: Tableau, Power BI, Salesforce, Shiny
- **Microsoft Office**: Excel, Word, PowerPoint, SharePoint

EXPERIENCE

Data Analyst

First Republic Bank | Professional Loan Program

📅 Aug 2019 - Ongoing   📍 New York, NY

- Automates reporting and data clean-up processes with Python, reducing time spent on manual and repetitive tasks by over 80 hours a month
- Creates Tableau dashboards that help identify opportunities for deposit growth and cross-selling
- Manages a centralized SharePoint site for data analytics resources and hosts information sessions for non-technical audiences, increasing engagement with reporting
- Creates stored procedures in SQL Server, reducing the time spent writing queries for ad-hoc data requests

Operations Analyst

Con Edison | Energy Efficiency and Demand Management

📅 Sep 2018 - Aug 2019   📍 New York, NY

- Provided operations, communications, and analytics support for Energy Efficiency and Demand Management programs
- Wrote Python scripts that insert updates into SQL Server tables using API data, ensuring internal databases are up to date
- Reviewed over 20 million dollars of invoice payments in Salesforce across various energy efficiency programs
- Reconciled a monthly average of 50 data discrepancies in contractor project submissions through document review and Salesforce data validation
- Developed savings, expenditure, and forecast tracking reports for the Commercial Direct Install Program, which is responsible for over 80 GWh of energy savings annually

Analyst Aide

Con Edison | Brooklyn & Queens Project Management

📅 Jul 2014 - Aug 2018   📍 Brooklyn, NY

- Optimized the field visit scheduling procedure by creating interactive Tableau dashboards used by over 50 work managers on a weekly basis
- Trained and managed a team of six aides to track inaccessible company asset locations, saving up to $6 million in redundant site visit costs
- Slashed time spent on system reporting by 75% through automation with Excel formulas, macros, and VBA
- Performed KPI reporting for safety inspection/repair programs across the entire Con Edison service territory

SUMMARY

Emerging professional with six years of data analysis experience earning a Master's degree in Data Science. Seeking opportunities to further enhance my expertise in analytics, machine learning, web-scraping, and data visualization.

EDUCATION

M.S. Data Science

CUNY School of Professional Studies

📅 2019 - 2020   📍 New York, NY

- 4.00 GPA
- **Elective Coursework**: Predictive Analytics, Recommender Systems

B.S. Applied Mathematics

Brooklyn College

📅 2015 - 2017   📍 Brooklyn, NY

- Macaulay Honors Student, 3.53 GPA
- **Physics Research Assistant:** Researched the thermodynamics of binary aqueous solutions with the use of molecular dynamics simulations. Executed C++ simulations, plotted simulation results, and collected experimental data from related publications.
- **Thesis:** Analyzing Internal Migration Using Centrality Measures
- **Honors Coursework**: Mathematical Modeling, Probability and Statistics, Advanced Calculus, Numerical Analysis

PROJECTS

- **Indeed Skill Importance Analysis**: Uses R to web scrape job listings from Indeed and identify top skills / geographic locations for Data Scientists.
- **Power Consumption Forecasting**: Python project using household power consumption data to perform descriptive analysis and univariate time series forecasting (with the SARIMA and Prophet algorithms).