

MARY ANNA KIVENSON

OPERATIONS ANALYST | BROOKLYN, NY

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EXPERIENCE

Operations Analyst

Con Edison

📅 Sep 2018 - Ongoing

📍 New York, NY

- Provides operational support for the implementation of Energy Efficiency programs.
- Creates reports and dashboards in Salesforce to track program status and make project payments.
- Streamlines the processing of program invoices across the department through documentation and issue logging.
- Develops and monitors project analytics and expenditure tracking reports for commercial programs.
- Reconciles data discrepancies in project savings and incentive reports from external vendors.

Analyst Aide

Con Edison

📅 Jul 2014 - Aug 2018

📍 Brooklyn, NY

- Used Tableau to create dashboards, blend data, and track project KPIs.
- Optimized field visit scheduling by creating and managing interactive Tableau dashboards for work planning.
- Automated existing Project Management system summary reports using formulas and macros in Excel.
- Provided the department with weekly reporting, database maintenance, and presentation materials.

Physics Research Assistant

Brooklyn College

📅 Jan 2016 - Jun 2016

📍 Brooklyn, NY

- Researched the thermodynamics of binary aqueous solutions using molecular dynamics.
- Executed C++ molecular dynamics simulations using the CUNY High Performance Computing Center.
- Graphed and analyzed relationships between properties of solutions using a 2D plotting program.
- Gathered experimental values and calculations from relevant publications and databases.

PROJECTS

- **Stock Performance Shiny Dashboard:** Shiny application that uses trading data, news article, search trend, and forecasting APIs to create an interactive performance overview for any stock input.
- **Power Consumption Forecasting:** Python project including analytics and univariate time series forecasting performed on the Household Power Consumption Dataset.

EDUCATION

M.S. Data Science

CUNY School of Professional Studies

📅 2019 - 2020

📍 New York, NY

Coursework

- Advanced Programming Techniques
- Data Acquisition and Management
- Statistics for Data Science

B.S. Applied Mathematics

Brooklyn College

📅 2015 - 2017

📍 Brooklyn, NY

- Macaulay Honors Student, 3.53 GPA
- **Thesis:** Analyzing Internal Migration Using Centrality Measures

PROGRAMMING LANGUAGES

R

Python

SQL

REPORTING TOOLS

Tableau

Power BI

Salesforce

Shiny

MICROSOFT OFFICE

Excel

Word

PowerPoint

SharePoint