

# Nikolai Shchelkov

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## SUMMARY

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U.S. EB-1A (Extraordinary Ability) immigrant petition approved. No visa sponsorship required.

Individual contributor with proven success transforming analytics environments across organizations in the U.S. and Russia by designing end-to-end data processes, governance, and reporting toolkits aligned to internal and external customer needs. I create transparent performance visibility that leaders use to make faster, better-informed decisions.

## WORK EXPERIENCE

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### Eastern New Mexico University

Constituent Research Analyst (H1-B Sponsored Job)

Portales, NM

May 2025 - Present

- Built an end-to-end advancement analytics function from scratch for a public university with 40,000 plus active alumni, establishing data workflows, reporting standards, and a consistent reporting cadence.
- Designed a CRM-friendly constituent research database by integrating 10 plus recurring internal and external sources. Built ETL pipelines, automated refresh routines, and data-quality checks. Delivered 5 interactive Power BI dashboards (KPI tracking, prospect portfolios, constituent profiles, giving analytics, Annual Fund progress) used by the President, vice presidents, and the Board of Regents for decision-making.
- Launched an intake-to-delivery analytics service: built a request form that automatically creates and routes work items in task tracker (Asana); completed 30 plus analytics requests in 6 months using various statistical and ML tools, including regression and decision trees to uncover giving patterns and prospect signals.
- Prototyped AI-enabled, privacy-preserving analytics: built a LangChain-based agent that supports natural-language queries over giving history through Pandas, running locally (PyCharm plus local LLM) so no constituent data leaves the organization's environment.
- Operationalized advancement analytics to support team fundraising execution and leadership reporting: H1 FY2026 donations and future gift intentions increased 20 percent year over year. Delivered analytics for the Annual Giving Fund launch, supporting 600,000 plus raised in 2.5 months.

### The Port Authority of New York and New Jersey

Management Intern, Continuous Improvement (CPT on F-1 Visa)

New York, NY

May 2024 - Dec 2024

- Built data models and Power BI reporting prototypes for the Office of Continuous Improvement and the Development Department PMO. Automated project portfolio tracking in the Microsoft ecosystem using Power Automate, Planner, and Lists.
- Designed a CRISP-DM-based workflow for AI and ML initiatives to standardize scoping, data preparation, validation, and delivery. Demonstrated value with a linear optimization model for crew scheduling and a decision-tree model for customer pattern identification.
- Supported customer journey mapping workshops across JFK, EWR, and LGA. Created a structured framework to organize, score, and prioritize 500 plus team-generated initiatives to support customer experience improvements.

### Freight One – one of Russia's largest rail freight operators

Lead Data Analyst, Customer Journeys

Moscow, Russia

Sep 2020 - Aug 2023

- Led the analytics function for the Customer Journey Mapping office, focused on high-value customer segments representing ~80% of company revenue.
- Built and standardized analytics processes and toolkits supporting 20 plus customer-experience initiatives. Enabled measurement and reporting of team-driven impact totaling 300M RUB (about 4M USD) in 2023.

- Drove requirements elicitation and backlog structuring for complex automation programs, including a 700 plus requirement backlog for CRM implementation.
- Deployed Power BI dashboards for 45 key account managers.

**Gazpromneft-DS LLC – IT subsidiary of a top-tier Russian oil company**  
Project Portfolio Manager

St. Petersburg, Russia  
Jul 2019 - Sep 2020

- Developed 5 end-to-end Business Continuity Plans for critical IT solutions supporting Gazprom Neft's Logistics and Upstream divisions – owned the full lifecycle from requirements elicitation and impact analysis to incident-response scenarios and recovery workflows.
- Managed external consulting teams (3-7 members) delivering Business Continuity Plans. Coordinated scope, timelines, and quality reviews to produce 7 additional plans across high-priority systems.

**Business Lines – one of Russia's largest transportation and logistics providers**  
Head of Business Process Analytics, Secretary to the Division's Board

St. Petersburg, Russia  
Nov 2015 - Jul 2019

- Led the business process analytics function for the Less-Than-Truckload (LTL) division. Managed an analyst team and delivered 20 plus end-to-end process maps for mission-critical operations using BPMN and EPC standards.
- Designed and implemented a mixed-integer linear optimization (MILP) model to improve project portfolio decisions across 30 plus initiatives, enabling data-driven prioritization and resource allocation.
- Delivered cross-functional analytics and automation initiatives, including: auto-delivery strategy and sales and service policy (business analysis), a Commercial Vehicle Operating Service performance report with 30 plus metrics and interactive dashboards, and ML model to identify optimal timing for light commercial vehicle renovation.

## EDUCATION

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Eastern New Mexico University	Portales, USA
Master of Business Administration (online), Business Administration	December 2026 (anticipated)
California State University, Fullerton	Fullerton, USA
M.S., Information Systems, Business Analytics	Jan 2025
St. Petersburg State University	Russia
M.S., Business Informatics	Jan 2022
St. Petersburg State University	Russia
B.S., Corporate Economics and Management, Innovations Management	Jul 2012

## CERTIFICATIONS

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Building AI Agents and Agentic Workflows Specialization, IBM via Coursera	2025
Google Data Analytics Professional Certificate, Google via Coursera	2024
Microsoft Power BI Data Analyst Specialization, Microsoft via Coursera	2024
Global Student Exchange Program (Remote), Tsinghua University, China	2019

## HONORS AND AWARDS

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- 2022 – First Prize, VII National Competition for the Best Degree Thesis "Be First!" (Master's Degree Thesis, Economics Section, chaired by an academician of the Russian Academy of Sciences).

## SKILLS

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Data Analytics • Machine Learning • Data Visualization • Business Analytics • Operations Research • Product Management • SQL • Python • Pandas • PyTorch • DAX • ETL • BI Software • Power BI • Microsoft Fabric • Financial Modeling • DCF • NPV • IRR • Scenario Analysis • Sensitivity Analysis • Monte-Carlo Simulation • Linear Optimization • Portfolio Optimization • Solver • Agile • Lean Six Sigma • Stakeholder Engagement • Requirements Management • Strategic Planning • Agentic AI • LangChain • LangGraph • Jira • Confluence • Asana • MS Office