

# PETRONA M. ALEXANDER

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## SUMMARY

Business Analyst possessing strong problem-solving, organizational, planning, decision-making, technical and analytical skills to guide and advance business processes and decisions by identifying trends and using key insights to turn challenges into solutions. Able to provide leadership and engage with all levels of the organization for process improvement and solution development through comprehensive reporting and data visualizations.

## SKILLS & TOOLS

- Python
- SQL
- Tableau
- Excel
- Descriptive analysis
- Statistical hypothesis testing
- Visual analysis
- Data cleaning, integration and transformation
- Data wrangling, merging, grouping and aggregating
- Predictive analysis
- Time-series analysis
- Exploratory analysis
- Geospatial analysis
- Regression analysis
- Cluster analysis

## EDUCATION & CERTIFICATIONS

CAREERFOUNDRY 10/2023  
**Data Analytics Program Certification**

TRINITY INTERNATIONAL UNIVERSITY  
Miami, FL 05/2006  
**Bachelor of Arts in Christian Ministry**

## EXPERIENCE

SAPIENS | North America

### Statutory Accountant - Business Analyst

2023 – present

- Assist in the analysis of insurance regulations and on-going regulatory changes that affect the annual statement software, providing input on implementation changes needed within the software
- Implement regulatory changes into the annual statement software and complete adequate testing to verify accurate results.
- Develop test data for testing of program in relation to new enhancements and/or annual testing and determine if application design specifications are met

FEDNAT HOLDING COMPANY | Sunrise, FL

### Project Manager

2016 – 2023

- Responsible for working with the VP Risk Management and Project Coordinator on the successful initiation, execution and closure of projects, including reviewing high-level deliverables, activity planning and sequencing, resource planning, developing schedules, monitoring and reporting progress, team leadership and working with vendors and legal counsel
- Worked continuously with large sets of data to extract value by designing, building and maintaining monthly reports and dashboards and providing ad hoc data analysis for the Executive and Senior Leadership Team of key loss performance metrics and data points to assess profitability by policy characteristics, using Business Intelligence Tool, SQL queries, Power Pivot, Pivot Tables and VLOOKUP formulas
- Supported the design, testing, and implementation of process enhancements and identify opportunities for automation by working with I.T., stakeholders and Business Intelligence vendors on new Data Warehouse requirements and change requests

### Business Intelligence Analyst

2013 – 2016

- Lead implementation of Data Warehouse across 6 source systems, which resulted in cost savings of 4 FTEs and approximately 500k, working with CFO, Accounting department, I.T., Director of Internal Audit and other business owners to gather and translate business requirements into data modeling requirements, provide test cases and perform quality assurance testing
- Worked with Business Intelligence tools to create analytics and dashboards capturing key company data to provide the CFO and management with business insights, to perform data analysis, and to create and schedule automated delivery of reports, based on individual user requirements
- Planned, tested and implemented enhancements to the BI environment
- Coordinated meetings to continuously assess changing business needs and further develop management reports and analytics
- Managed special projects related to Accounting and Finance process improvements

### Statutory Accountant

2000 – 2013

- Streamlined preparation of statutory compliance schedules to assist Controller with timely filing of quarterly and annual financial statements
- Reduced days required to close through newly developed and ongoing strategies and re-organization of tasks to meet accelerated deadlines