CRAIG SAIZ, M.S.





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Adaptive and critical thinking IT professional experienced in specialized computer programming, technical documentation, data visualization models and software solutions analysis for business Technical expertise conjoined with an uncanny ability to foster cross-business relationships, convert specific technical language into high-level concepts for directors and extract business needs to forge valuable in-house applications

NOURISH THE FUTURE Digital Impact Specialist

[ Develop and publish content that aligns with the Nourish the Future mission

{ Attend weekly check-ins and communicate progress on assignments

[ Submit work for feedback and incorporate revisions

{ Adhere to the Company’s guidelines, branding, and tone in all content created

WORKY Software Engineer

[ Manage directory --additions, deletions, documentation--, calendars and organizational charts

{ Streamline and centralize administration of requests, incidents, pre-payroll and recruitment

[ Digitize management of shifts, attendance and time clock reports

{ Automate training and evaluations

MANPOWERGROUP Data Entry Specialist

[ Assisted in the data consolidation process by verifying, correcting, and organizing information from various sources

{ Ensured the integrity of the data by identifying and rectifying any discrepancies or errors that may arise

[ Reviewed and cross-reference data entries to guarantee consistency and correctness

{ Completed assigned tasks within specified timeframes to meet project deadlines

[ Effectively communicated updates, concerns, and progress to the project manager

{ Manually entered and update firm-related data into our system, ensuring a high level of accuracy and attention to detail

[ Collected, analyze, and interpret datasets from various sources including spreadsheets to identify trends, patterns and key insights

{ Collaborated with cross-functional teams to make business requirements and translate them into effective data analysis solutions

[ Responded to telephone and electronic inquiries from current and prospective members as needed

PRESTIGE WORLDWIDE COMPUTER REPAIR Chairman

{ Guided clients in computer science related university and certification coursework specifically in C++, Node.js, Python, Java

[ Wrote and maintained documentation capturing key information and process mapping for programs and processes

{ Created, edited, augmented real estate landing web page in Adobe Dreamweaver with manual edits in CSS, HTML and JavaScript for [ First Priority Home Loan Officer

{ Handheld clients in creating their own website using HostGator, Squarespace, Wordpress and Wix

[ Indoctrinated clients with limited or no financial literacy with cogent credit and loan strategies visualizing consequences in Microsoft Excel, Power BI or Tableau

SPORTRADAR Sports Data Operator

{ Attended live sporting events attentively and responsibly

[ Recorded statistics within proprietary platform using Sportradar application

{ Completed iScout training modules in timely fashion

FEDERAL ACQUISITION STRATEGIES Data Analyst

[ Designed, developed, synthesized and displayed quantitative data using Amazon Redshift, PostgreSQL, Tableau, Microsoft Excel

{ Created appropriate documentation that allows stakeholders to understand the steps of the data analysis process and duplicate or replicate the analysis if necessary

[ Implement reusable foreign data wrapper in Redshift SQL in order to Extract, Transform, Load ETL data in PostgreSQL

{ Executed complex Unix commands on data files containing millions of records within terminal via PuTTy connection

[ Withdrew raw query Comma Separated Values .csv data files using WinSCP

{ Provided expert level data analytics services in support of an Officer of the Investigator General OIG Investigative Team within in the Federal Communications Commission FCC [ responsible for investigating fraud, waste, and abuse

[ Performed data discovery, data mining, predictive modeling simulation and visualization to further enhance insights and drive decisions based on the data

{ Worked closely with investigative team to develop analytic requirements as part of the larger investigative strategy

[ Developed and applied statistical, mathematical, or numerical analysis of data collected in support of audits and investigations to identify trends and risks

{ Accessed FCC data portal securely with VMWare Horizon Client

[ Pursued available professional development via LinkedIn Learning to support team and organizational goals, leveraging reputable resources to grow skills, knowledge, and abilities

{ Completed assigned training and learning plans, including those that fulfill industry compliance requirements

[ Met the established key performance indicators and expectations

{ Leveraged SQL queries and other software programs or tools to query and process data, create custom reports, and examine reports to identify and resolve errors

[ Developed testing plans and performs rigorous testing, troubleshooting, code review, and User Acceptance Testing UAT to confirm functionality meets the goals and needs of the end user

INDIANA UNIVERSITY Data Analyst

{ Developed dBeaver, Slate and Oracle SQL Developer queries to deliver specific populations to internal and external clients

[ Performed comprehensive and exhaustive data audits on daily basis

{ Recorded task progression Jira for watchers and assignees

[ Assured quality to batch manage daily name buy files from vendors checking data accuracy and eliminating duplicates

{ Designed and deployed training materials in Atlassian Confluence related to recruitment data namebuys

[ Served on Data Inventory committee for Salesforce Migration

{ Validated client-requested queries detailing Applicants, Prospects and Relatives

[ Transformed prospective recruitment data from National Testing Boards and University Information Requests into Student Information System compatible data

{ Completed Tableau Training for Data Science and Business Analytics

UGEO Software Engineer

[ Built RESTful --Representation State Transfer-- APIs --Application Programming Interface-- in Postman to access database and return results

{ Conducted proof of concept investigations for potential system augmentations in MongoDB, NoSQL, PostgreSQL at the behest of the Chief Operating Officer CEO

[ Identified technical problems and developing software updates and fixes recording progress in Azure DevOps

{ Implemented user authentication and authorization between multiple systems, servers, and environments

[ Accessed code repository from GitHub repository

{ Created database schemas that represent and support business processes

[ Implemented automated testing platforms and unit tests

{ Followed change management best practices by assessing risk and tracking and managing changes to artifacts, such as code and requirements, prior to deployment

[ Studied existing business processes, workflows, data usage, and software systems to troubleshoot problems, diagnose defects, and optimize performance

{ Reviewed Node.js code and NoSQL queries based upon specifications that ensure the performance and availability of the production environment are not negatively impacted

COBRO CONSULTING LLC Senior Data Analyst

[ Designed and implemented comprehensive Microsoft Access database with enhancements known as Project CoBro Files to record new client data

{ Developed Microsoft Access application to conduct Quality Assurance QA measures with Forms and Reports with specialized Visual Basic for Access VBA code

[ Model school district data relationships in Microsoft Access to eliminate redundancy and optimize performance

{ Innovated company prototype website in Adobe Dreamweaver with CSS and HTML customizations

[ Prepared and entered school district Big Data including demographics, transcripts and attendance information for clients in Microsoft Excel

{ Reported directly to the Chief Information Officer CIO to complete on-demand tasks whilst working remotely

[ Provide management with analysis of current applications and systems processes

{ Strategized with colleagues regarding best practices for requirement implementation

[ Delivered reports for corrective measures to leadership team

{ Conference with CIO and clients via teleconference to identify and solve technical shortfalls

[ Utilized concatenation/delimitation, import/export strategies or programming to prepare client datasheets for entry

{ Analyzed complex data sets, identifies trends, and shares insights to influence change

SKILLGATE LEARNING CENTRES Corporate Trainer

[ Delivered in-class training Microsoft Access, Excel, Outlook, PowerPoint, Project, Publisher, Visio, Visual Basic, work-readiness skills and Customer Relationship Management CRM systems

{ Developed learning materials in Camtasia and LearningGuide for Horizon Power, Queensland Gas Company and Royal Automobile Club of Queensland

[ Reconfigured Adult Education and Vocational Education Training Microsoft Access Database

{ Retrofitted internal and external web pages in Drupal to accommodate new learning material and sales information

[ Collaborated with training coordinators from Brisbane City Council, Department of Communities and Department of Human Services to optimize classroom outcomes

{ Provided training to clients in multiple departments, locations and businesses upon consultation with National Training Manager, training coordinators and management

[ Developed training materials according to client requests after confirmation of Business Requirements

{ Received exemplary marks in post-training learning surveys

[ Configured classroom installations of Windows and applications using Symantec Ghost

Master of Science, Santa Clara University - Engineering Management; Software Engineering Specialization

Bachelor of Science, University of California, Irvine - Computer Engineering; Minor Information and Computer Science

Microsoft Office Specialist Certification, Certiport

Saiz, Craig, Moshfeghi, Mehran & Yu, Hua. "Content-based Retrieval of Medical Images with Relative Entropy." International Society for Optics and Photonics (SPIE), 5371, Medical Imaging: PACS and Imaging Informatics