Patrick Powell

**|** [**Gmail**](mailto:Prp1277@gmail.com?subject=re:%20Your%20Resume) **|** [**402-415-9083**](tel:4024159083) **|** [**LinkedIn**](https://linkedin.com/in/prpowell1277) **|** [**GitHub**](https://github.com/prp1277/) **|**

**A data-driven analyst with a passion for developing smart solutions for small businesses.**

**Employment**

**Pay-LESS Office Supplies** **| 01/2019 – Present**

*Technology & Operations Consultant*

* Advised on services & software to assign tasks & establish responsibilities
  + Utilized Microsoft Teams to authenticate users & improve workflows
* Improved daily routing by geocoding customer addresses & measuring daily visits
* General Warehouse & Transportation duties

**Reinhart FoodService** **| 08/2017 – 02/2018**

*Purchasing Assistant*

* Created Excel Templates to automate inventory & supply chain reports
* Developed dashboards utilizing Pivot Tables & Power BI
  + Reduced product availability errors by 33%
* Enhanced communication by implementing task forces & weekly / bi-weekly meetings

**State Street Investment Servicing** **| 02/2017 – 08/2017**

*Client Operations Specialist*

* Executed Excel & Access macros to price & mark-to-market mutual fund NAVs
* Communicated with a remote team to ensure our client’s continual support

**Waddell & Reed Financial Services** **| 02/2016 – 10/2017**

*Customer Service Representative*

* Received inquiries from shareholders & advisors, logged issues & resolved requests
* Researched account issues & followed up with the stakeholder via email or phone

**Key Bank Real Estate Capital** **| 06/2015 – 08/2015**

*Surveillance Analyst Internship*

* Recorded income, expenses & other issues, alerted managers of any significant changes
* Correspond with investors and rating agencies to provide information as requested

**Education**

**Missouri State University | 08/2011 – 05/2015**

*Finance Major, Accounting Minor – 3.21 GPA*

**Kappa Sigma Fraternity**

*Assistant Treasurer, Grand Scribe, Alumni Relations, Webmaster, Marketing*