

Robyn Miller

Analyst

rem3191@hotmail.com
810-923-9783
GRAND RAPIDS, MI
LinkedIn.com/in/miller-robyn/
Github.com/rem3191

WORK EXPERIENCE

Michigan Department of Treasury

Departmental Analyst

Lansing, MI | March 2019 - current

- Processing, analyzing and reconciliation Essential Services Assessment (ESA) tax statements.
- Problem solving through the use of accurate articulation and interpretation of statutes related to the ESA.
- Providing analytical assistance to taxpayers, Certified Public Accountants (CPAs), and attorneys.
- Research and respond to analytical filings and contracts from external customers
- Develop and maintain written guidelines, instructions, forms and procedures based on existing processes and any new legislation.

Michigan Department of Transportation

Property Analyst

Lansing, MI | May 2017 - March 2019

- Develop automated reporting from multiple data sources to improve report efficiency and data accuracy.
- Maintain statistics for public release in accordance to project status and progress.
- Proactively monitor and verify property data during the acquisition process.
- Serve as liaison at project-wide meetings and adjust reporting data accordingly.
- Work collaboratively with Windsor Detroit Bridge Authority team to maintain alignment on project status.

University of Florida

Program Assistant

Starke, FL | September 2015 - November 2016

- Coordinate program donations to bridge funding gaps following unforeseen budget cutbacks.
- Submit on-time monthly reporting to support grant funding and track program expenses and plan programs within budget.
- Handle a large volume of communication, both verbal and written, to coordinate with other departments to ensure seamless cooperation in community events.

SKILLS

- Python (Pandas, Matplotlib)
- SQL (MySQL, Postgres)
- Git (GitHub, GitLab)
- HTML, CSS, Bootstrap
- Extract-Transform-Load (ETL)
- JavaScript
- Advanced Microsoft Office
- GIS mapping experience

EDUCATION

Bachelors in Science

Western Michigan University

Graduated December 2014
Kalamazoo, MI

Data Analytics Boot Camp

Michigan State University

March 2021 - August 2021
East Lansing, MI