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| **Scott Provence** | | |
| **Contact**  Phone  (718) 530-3750  Email  [scott.provence@yahoo.com](mailto:scott.provence@yahoo.com)  LinkedIn  www.[linkedin.com/in/sprovence](http://www.linkedin.com/in/sprovence/)  **Skills**   * Microsoft Office * SQL * Python * HTML * CSS * JavaScript (ES6+) * Git * Tableau * Project Management * Data Analysis * Data Visualization   **Education**  Creighton University  *Master of Financial Analysis*, 2015  St. John’s University  *B.S. in Sports Management*, 2005 | **Professional Experience**  Citi Global Markets Inc.  ***Middle Office Intermediate Analyst***(December 2014 – March 2020)   * Reconciled and processed electronic and paper credit derivative confirmations, adhering to Federal Regulatory mandates. * Liaised with offshore team for digitization process, enabling improved tracking and reporting of paper trades. * Automated processes using VBA Scripts and RPA. * Generated daily and monthly reporting using Access/SQL. * Create and maintain detailed process documents for all daily, weekly and monthly tasks.   Self-employed  ***Independent Consultant*** (June 2013 – November 2014)   * Managed a personal portfolio with returns above 11 percent. * Researched, identified, and selected investment opportunities based on strategic criteria. * Built financial models forecasting various scenarios and risk factors. * Developed new investment strategies enabling maximization of capital while limiting risk.   Ross Stores Inc.  ***Business Analyst*** (May 2010 – May 2013)   * Increased productivity up to 90% for across all divisions by creating automated spreadsheets with detailed documentation. * Lead Analyst on various projects gathering all requirements and handling testing and data validation. * Trained all Los Angeles associates on upgraded/newly implemented systems rollouts. * Managed all reports for Sr. Vice President of Los Angeles office. * Managed and simplified scanner tracking system for the Los Angeles office. * Primary analyst for all Microsoft Excel inquiries and Help Desk support.   Ross Stores Inc.  ***Planning Analyst***(Feb 2007 – April 2010)   * Enhanced file markdown process, including creation of markdown calendar, compilation and maintenance of company-wide File Markdown data and forecasting. * Essential component for initiative to accelerate store check-out process in 1000+ locations; helped design ‘Fast SKU Book’ used by cashiers. * Created new liquidity files allowing other analysts to input data for their respective departments improving roll-up analysis. * Compiled and maintained in-season and future Open-to-Buy/Inventory plans and historical sales positions for all buyers. * Created detailed documentation of all duties. |