SHANNON DUMBLETON

Contact

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Software Skills

- MS Excel
- Power BI
- SQL
- Tableau
- R
- Git
- MS VISIO & Project
- Team Foundation Server
- Visual Studio
- Trello / Jira / Confluence
- SharePoint
- MS Office Suite (Outlook, Word, PowerPoint)

Education

Office for National Statistics
AXELOS | **PRINCE 2 Agile** | Foundation
AXELOS | **P3O** | Foundation & Practitioner

University of Southampton
BSc | Politics and International Relations
Lower Second Class Honors

North Oxfordshire Academy
International Baccalaureate (32 Points)

Areas of Expertise

- Data Analysis
- Reporting
- Stakeholder Engagement
- Presenting Findings
- Data Visualisation
- Agile
- Creative Problem Solving
- Technology Champion

Work History

Market Design Analyst — Aug 2018 – Present
MOSL – Southampton, SO15 2NP

- Leverage data analysis techniques to uncover insights in vast amounts of company and market data.
- Produce weekly reports tracking KPIs to drive decision-making, anticipating senior management demands.
- Create data visualisations to translate complex information into simple and clear messages.
- Produce geospatial data visualisations using R for market trend analysis.
- Generate quick statistics and carry out ad-hoc analyses efficiently with Excel, Pivot Tables in particular.
- Automate data manipulation using Excel macros and R; increasing efficiency, reproducibility and accuracy within the team.
- Undertake impact assessments for proposed modifications to market codes.
- Identify patterns and trends in data, and formulate predictions based on these.
- Detect anomalies and spurious records in company and market data.
- Use SQL to query data from relational databases efficiently.
- Present to a variety of technical and non-technical stakeholders at monthly committees and forums.
- Liaise with industry stakeholders to build requirements that focus on the customer.
- Build processes and procedures that enable the company to effectively and efficiently fulfill its obligations.
- Capture requirements
- Draft market code Change Proposals.

PMO Business Analyst — Mar 2018 – Aug 2018
PMO Business Support — Oct 2017 – Mar 2018
Office for National Statistics – Titchfield, PO15 5RR

- Use Agile methodologies to ensure effective project planning and scheduling.
- Map the expected vs. actual cash benefits and communicate to senior project managers and programme director.
- Produce dashboards to present key data insights of project to senior leadership Team.
- Effectively manage the programme change control process ensuring all changes are efficiently implemented in a timely manner.
- Monitor programme compliance to tolerances. Clearly define roles, responsibilities and accountabilities. Establish controls and approval routes appropriate to each stage of the project.
- Deliver all communications on key successes and blockers to internal and external stakeholders, liaising with multiple teams on the impact that these have.
- Manage all documents using robust version control with SharePoint. Contribute to development of industry best practices.

Junior Project Manager — Summers 2014,15 &16
The School Photography Company – Banbury, SO16 1TG