

# Silvy Saint-Jean

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## Summary

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Experienced data professional with a strong background in finance and analytics, currently pursuing a Master's degree in Data Science. Proficient in SQL, Python, and R, as well as data visualization tools like PowerBI. Skilled in conducting descriptive analytics, maintaining data integrity, report generation, and collaborative project execution.

## Education

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**Master's of Science, Data Science, American University** 2023 – present  
**Certificate:** Business Analytics Washington, DC

**Bachelor of Arts, Business Administration - Finance, Hood College** Frederick, MD  
Minor: French

## Professional Experience

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**Graduate Teaching Assistant, American University** 08/2023 – present  
Hybrid

- Provide academic support in data science subjects, enhancing student understanding through tutoring and office hours.
- Develop and maintain data models for educational purposes, demonstrating proficiency in SQL and Python.
- Create interactive dashboards and visualizations using Power BI and Tableau to simplify complex statistical concepts.
- Collaborate with faculty to define data requirements and ensure data availability for research projects, upholding data management best practices.

**Financial Analyst/Coordinator, Spectra Credit Union** 01/2022 – 05/2024  
Hybrid

- Utilized advanced Excel functions, SQL queries, and statistical software (R, Python) to prepare and streamline monthly financial reports, enhancing data integrity and reporting efficiency.
- Developed interactive visual dashboards for board presentations, improving data-driven decision-making through effective data visualization and reporting.
- Demonstrated intellectual agility by quickly adapting to new financial software and data governance practices.
- Assisted with year-end audit requests, contributing to data cleaning, validation, and archive procedures within established guidelines.
- Ensured data integrity and compliance with regulatory requirements, contributing to the organization's data governance initiatives.

**Securities Administrative Services Analyst II, Wells Fargo** 04/2021 – 01/2022  
Remote

- Mitigated risks by accurately rectifying assigned tasks using data analytics expertise.
- Researched and interpreted legal documents relating to collateral and bond payments, applying data extraction and analysis skills.
- Managed and analyzed pooled data from various services, demonstrating proficiency in handling large datasets and ensuring data integrity.
- Utilized financial software to process monthly invoices and navigated database systems, primarily Excel, to identify and correct data variances.

**Underwriting Analyst, Sandy Spring Bank** 01/2021 – 04/2021  
Remote

- Managed loan applications during the forgiveness phase for SBA loans in Salesforce/Encino, ensuring efficient processing and tracking.
- Validated client documentation against loan application information to maintain compliance and accuracy, contributing to the integrity of the loan approval process.
- Responded to inquiries from bank customers regarding loans and banking services, fostering effective communication and providing exceptional customer support.
- Collaborated with internal bank teams to facilitate funding approvals, streamlining the loan disbursement process and enhancing operational efficiency.

## Technical Skills

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| • Microsoft Excel | • R Programming | • Python  |
| • SQL             | • Tableau       | • PowerBi |