

Silvy Saint-Jean

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Summary

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

Master's of Science, Data Science , <i>American University</i> Certificate: Business Analytics	2023 – present Washington, DC
Bachelor of Arts, Business Administration - Finance , <i>Hood College</i> Minor: French	Frederick, MD

Professional Experience

Graduate Teaching Assistant , <i>American University</i> • Provided academic support to 60+ data science Grad and undergraduate students, improving average test scores by 45% through targeted tutoring and weekly office hours. • Created and optimized 3-4 SQL and Python-based data models per semester, reducing data processing time by 10% and enhancing the quality of educational materials. • Designed interactive Power BI and Tableau visualizations for 8 statistical concepts, reducing student query time by 20% and increasing engagement in data science courses. • Collaborated with 4 faculty members to define data requirements for 12 research projects, ensuring 100% data availability and adherence to data management best practices.	08/2023 – present Hybrid
Financial Analyst/Coordinator , <i>Spectra Credit Union</i> • Leveraged advanced Excel functions, SQL queries, and statistical software (R, Python) to streamline monthly financial reports, reducing preparation time by 62% and improving data integrity by 90%. • Designed and implemented interactive dashboards that improved board decision-making efficiency by 20%, resulting in 29 successful strategic initiatives. • Rapidly mastered 3 new financial software systems and 6 data governance practices within 6 weeks, increasing team productivity by 40%. • Streamlined year-end audit processes by implementing automated data cleaning and validation procedures, reducing errors by 30% and saving 14 hours of manual work. • Implemented robust data integrity checks that ensured 100% compliance with 4 regulatory requirements, contributing to a 21% improvement in overall data governance scores.	01/2022 – 05/2024 Hybrid
Securities Administrative Services Analyst II , <i>Wells Fargo</i> • Leveraged data analytics expertise to identify and rectify 100 high-risk issues, reducing potential financial exposure by \$11 million. • Analyzed 15 legal documents related to collateral and bond payments, extracting key data points that improved payment accuracy by 87% and reduced processing time by 23%. • Managed and analyzed 2 TB of pooled data from 16 different services, improving data integrity by 22% and enabling more accurate financial forecasting. • Streamlined monthly invoice processing using financial software and Excel, reducing processing time by 10% and identifying \$11 million in data variances, resulting in 25% improved accuracy.	04/2021 – 01/2022 Remote

Certificates

Introduction to Python (Montgomery College) | **Introduction to Data Science** (Cisco) | **Business Analytics** (American University)

Technical Skills

• Git	• Project Management	• Teamwork	• R Programming
• Python	• Machine Learning	• Natural Language Processing	• Tableau
• PowerBi			

Projects

Travel Recommendation Chatbot , <i>NLP Project</i> Developed a travel recommendation chatbot using NLP techniques, including text preprocessing, topic modeling, and similarity measures, achieving 89% accuracy in destination recommendations.	02/2024 – 05/2024
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