

# Silvy Saint-Jean

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## Education

<b>Master's of Science, Data Science</b> , <i>American University</i> <b>Certificate:</b> Business Analytics Expected: May 2025	2023 – present Washington, DC
<b>Bachelor of Arts, Business Administration - Finance</b> , <i>Hood College</i> Minor: French	Frederick, MD

## Professional Experience

<b>Graduate Teaching Assistant</b> , <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
<b>Financial Analyst/Coordinator</b> , <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
<b>Securities Administrative Services Analyst II</b> , <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

<b>Introduction to Python</b> (Montgomery College)   <b>Introduction to Data Science</b> (Cisco)   <b>Business Analytics</b> (American University)
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## Technical Skills

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

## Organizations

<b>American Statistical Association - Student Chapter</b> , <i>Treasurer</i>	08/2023 – present Washington, DC
<b>American University Graduate Student Council</b> , <i>Senator</i>	08/2024 – present Washington, DC
<b>Girls Who Code</b> , <i>Member</i>	08/2023 – present Washington, DC
<b>Kogod Women In Business Club</b> , <i>Member</i>	08/2024 – present Washington, DC

## Projects

<b>Travel Recommendation Chatbot</b> , <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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