

# T.C. Rotunda

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## Summary

Data Specialist with 6+ years of experience working as a Business Analyst and Data Analyst for top financial firms such as JP Morgan, BNY Mellon, and Charles Schwab. Self-starter, fast learning, and can retain information at a high level. Motivated to learn new technologies. Have a passion for data, and excel in team-oriented environments. Highly detail-oriented, and able to juggle multiple projects at a time. Excellent written and verbal communication skills. Certificate in Data Analytics and Visualization through University of California, Berkeley.

## Technical Skills

Python, JavaScript, Tableau, R, SQL, MongoDB, VBA, Hadoop, Jira, Confluence, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, SAP Business Objects

## Employment

### ***Charles Schwab (Apex Systems)***

San Francisco, CA

Business Analyst

May 2020 – Present

- Lead daily project scrum calls to ensure timely completion of user stories and appropriate allocation of resources
- Work with developers to migrate ETF trade order processing file from former vendor to new vendor
- Create documentation for import and export feeds for Aladdin trading system
- Cleanup Dealer/Branch/Issuer data for Aladdin trading system

### ***JPMorgan Chase & Co.***

New York, NY

Associate Business Data Analyst

February 2019 - June 2019

Business Data Analyst

February 2016 - January 2019

- Analyzed and managed primary and secondary sourced data for the US Funds Management Data Warehouse (FMDW), specifically minimizing data errors for the Finance Team for financial reporting purposes
- Led and assisted with projects to maintain data feeds of sourced data for FMDW, and to streamline/automate/improve new downstream data feeds to other business units
- Communicated and coordinated with various lines of business, and serve as a liaison between business and technology to help improve business processes and drive changes to our ETL
- Used SAP Business Objects to query data from FMDW for analysis, reporting (daily, monthly and quarterly), UAT testing, and data quality purposes
- Maintained SAP Business Objects infrastructure and data model/data mapping for FMDW
- Worked with international teams from Europe and Asia

### ***BNY Mellon***

Boston, MA

Associate Business Analyst

June 2014 - January 2016

- Maintained data and data flow for multiple systems for the Wealth Management Fixed Income trading desk
- Worked directly with vendor for application updates and new features to meet end user needs
- Served as a liaison between Portfolio Managers (users) and the technology group
- Updated and adjusted SQL queries to find specific data for ad hoc or future needs
- Helped manage and mitigate risk within the business unit

### ***EverFi Inc.***

Newton, MA

Services and Curriculum Intern

June 2013 – May 2014

- Performed Level-2 Technical Support and testing for technology-based education system

## Education

### ***University of California, Berkeley***

Berkeley, CA

Certificate in Data Analytics

January 2021

A 24-week intensive program focused on gaining technical programming skills in Excel, VBA, Python, R, JavaScript, SQL Databases, Tableau, Big Data, and Machine Learning.

### ***Suffolk University Sawyer Business School***

Boston, MA

Bachelor of Science in Business Administration Management, Information Systems minor

May 2014

Awards: Magna Cum Laude | GPA: 3.77