T.C. Rotunda

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Employment

Charles Schwab *(Apex Systems),* San Francisco, CA
Business Analyst, May 2020 – Present
- Lead daily project scrum calls to ensure timely competition 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

Attributes and Technical Skills

- Highly proficient with SAP Business Objects, Microsoft Excel, PowerPoint, and Word
- Proficient with SQL, JIRA, Confluence
- Familiar with Python, Pandas, VBA, SalesForce (CRM), Microsoft Project, Visio, Access, Bloomberg Terminal
- Limited familiarity with Java, Tableau, Hadoop, Power BI
- Self-starter and motivated to learn new technologies; fast learning and can retain information quickly; highly detail oriented and meticulous; passion for data; able to juggle multiple projects at a time; excellent written and verbal communication skills
- Requirements Gathering, Defining Scope and Writing Requirements

Education

UC Berkeley, CA
Data Analytics Bootcamp, *(in process)* 2020-2021
> Course Work: Fundamental Statics (Forecast and Modeling), Python (Python 3, NumPy, Pandas, Matplotlib, API Interactions, Web Scraping), Databases (Postgres/pgAdmin, MongoDB), Front End Web Visualization (HTML, CSS, Bootstrap, Dashboarding, JavaScript, Geomapping with JavaScript libraries), Business Intelligence Software (Tableau), R, Big Data Analytics with Hadoop, Amazon Web Services, and Machine Learning

Suffolk University Sawyer Business School, Boston, MA
B.S.B.A. Management, Information Systems minor, May 2014
> Awards: Magna Cum Laude ◆ GPA: 3.77