# 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

SQL, Python, Tableau, R, VBA, AWS, JavaScript, API, MongoDB, Postgres, Hadoop, Jira, Confluence, SAP Business Objects, GitHub, GitLab, Microsoft Word, Microsoft Excel, Microsoft PowerPoint

## Employment

### Charles Schwab (Apex Systems) — San Francisco, CA
Business Analyst — May2020 – Present
- Lead daily project scrum calls to ensure timely competition of user stories and appropriate allocation of resources
- Query databases using SQL to check data while conducting UAT and QA testing
- Work with developers during UAT testing to question / improve functionality and efficiencies
- 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
- Updated and adjusted SQL queries to find specific data for ad hoc or future needs
- 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
- 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 and Visualization — 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