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, SQL, Tableau, JavaScript, R, HTML, CSS, AWS, VBA, 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 — May 2020 – Present

- Work with developers to build a new font-end UI to display trade orders for portfolio managers due to a change in vendor
- Query databases using SQL to check data while conducting UAT and QA testing, and question / improve functionality and efficiencies
- Lead daily project scrum calls to ensure timely competition of user stories and appropriate allocation of resources
- Work as a team to test vendor account and trade management system
- Work with developers to migrate ETF trade order processing file from former vendor to new vendor
- Create production support documentation for import and export feeds for Aladdin trading system
- Fill in gaps on various teams and projects when needed

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 and 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 for analysis, reporting (daily, monthly, 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
- Helped train new and junior team members

BNY Mellon — Boston, MA
Associate Business Analyst — June 2014 - January 2016

- Assisted to manage and mitigate risk by maintaining data and data flow for multiple systems for the Wealth Management Fixed Income trading desk through reconciliation reporting
- 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