**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 May2020 – 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

**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