**T.C. Rotunda**

tcrotunda@gmail.com **|** (714) 883-7973

LinkedIn: <https://www.linkedin.com/in/tcrotunda/> **|** GitHub: <https://github.com/tcrotunda> **|** Website: <https://tcrotunda.github.io/>

**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 May2020 – 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