**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