1. Oversaw quarterly trouble-shooting and auditing reports guaranteeing efficient data transfers.
2. Developed information extraction and monitoring practices based on up-to-date InfoSec standards.
3. Analyzed content access, retention and evaluation projects to maintain nonstop information repository.
4. Identified and resolved data-handling errors and hardware conflicts to maintain organizational IMS infrastructure.
5. Oversaw security and information retention policies and practices according to internal and government-ordered standards.
6. Led multiple projects simultaneously, adhering to strict deadlines, and producing quality work.
7. Supervised and trained staff providing leadership and supportive working environment.
8. Understood analytics and progress conveying results and data quality to team members and management.
9. Administered regular National Address Change (NCOA) updates, batches of data enrichment and improvements to server.
10. Developed and compiled reports on delivery of data and daily revenue projections.
11. Provided reporting and technical expertise for maintenance of organizational processes.
12. Clearly assimilated new information to department highlighting specific data needs and actionable insights.
13. Managed data analysis and reporting process for [Number] employees.
14. Extracted [System] data, identifying challenges and proposing development solutions.
15. Consulted with IT on advancement of [Software] built to manage data connectivity between network systems.
16. Set up and controlled user profiles and access levels for each database segment to protect important data.
17. Reviewed source documents and listings to compile resources for identifying and correcting data allocation issues.
18. Maintained trusted vendor relationships in support of quality data initiatives.
19. Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.
20. Lent qualitative analytical support to lead data analysis testing policy.