**Daniel H. Pyon**

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***EDUCATION:***

**University of Virginia, Charlottesville, VA**

B.A., Economics, December 2009, Cumulative GPA: 3.3

***EMPLOYMENT:***

**U.S. Census Bureau Suitland, MD**

*Survey Statistician/Economic Analyst GS-1530 Grade 12 (2/10-present)*

* **Provided user experience input for complete re-engineering of data processing/collection system** 
  + Oversaw branch efforts to update legacy data collection/processing application in order to ease the data collection process for data providers, allow analysts to focus on higher level concerns, and save time/money
  + Communicated with multiple teams of project stakeholders throughout redesign process (led meetings/calls)
  + Gathered requirements from data providers in order to tailor new web collection system to their needs
  + Collected detailed business requirements and wrote survey specifications
  + Provided programmers with requirements/specifications throughout the development process
  + Tested multiple applications and mock website screens and documented desired changes based on user needs
  + Demonstrated new applications for managers/analysts once complete
  + Ensured adherence to Census Bureau and OPM design standards
  + Familiar with Agile methodology
* **Analyzed state government financial/tax data for the Annual Survey of State Government Finances and Quarterly Survey of State and Local Government Tax Revenue** 
  + Collected financial data/tax statistics from a large sample of state and local government agencies
  + Analyzed and compiled financial data using MS Excel and an in-house data processing system and crosswalk/coding structure
  + Addressed inconsistencies in data by contacting respondents or researching state financial records and policy
  + Conducted peer reviews of coworkers’ data analysis
  + Wrote and edited detailed user information sheets to describe various details about findings
  + Utilized various data visualization methods to highlight data trends
  + Presented findings to division chief and other senior management quarterly
  + Provided input on survey/form design and proofread for errors, inconsistencies, and unclear wording while insuring adherence to Census Bureau and OPM standards
* **Maintained personal contact and provided tactful customer service to over 5,000 separate local and state government data users and providers** 
  + Upon release of data, responded to questions from data users (reporters, tax/economic experts) and providers
  + Assisted data providers with technical issues (website login issues, password resets, etc.)

**Cedarbrook Clinic LLC Rockville, MD***Receptionist/Office Assistant*  *(5/09~8/09)*

*Cedarbrook Clinic is a psychiatry office where patients can receive psychiatric treatment or other counseling*

* Handled all logistics related to filing insurance claims and payments on a daily basis
* Created various patient data reports and performed analyses at the physician’s request
* Generated physicians’ payroll reports on a bi-weekly basis using daily bookkeeping statements
* Responsible for maintaining a daily bookkeeping log, depositing checks, scheduling patient appointments, etc.

***TECHNICAL PROFICIENCY/OTHER DETAILS:***

* Proficient with MS Word, Excel, Powerpoint
* Some experience with TOAD/Oracle Database/SQL
* Typing: 70 WPM
* Able to communicate effectively, both in writing and speech.
* US Citizen (able to obtain government clearance)

***REFERENCES:*** Available upon request.