**Venous Doraji**

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**Cell: 703-992-4318**

**PROFESSIONAL SUMMARY**

I am a motivated professional experienced in analyzing data creatively and interrupting it to provide organizations with effective problem-solving solutions and assisting stakeholders in the decision-making process. I excel at utilizing my expertise for developing analytical methods for data collection, storage, presentations, and reporting.

**SKILLS**

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| --- | --- |
| Proficient in Microsoft Office, SharePoint, Workday, Deltek, Adobe Pro, MATLAB, SQL, Raptor, R, and GitHub | Managerial and administrative experience in project coordination, hiring, and training |
| Expert in data analysis, preparation, modeling, evaluation, and deployment | Identify, collect, and analyze datasets utilizing Google Analytics |
| Fluent in Farsi (native) and Arabic | Skilled in content/web development, and executing marketing campaigns |

**EMPLOYMENT HISTORY**

**General Dynamics Information Technology, HQ**

***Senior Operations Analyst***, July 2021 – Current

* Provide analytical support to projects involving tactical operational documentation and military systems design
* Research, identify, and provide recommendations for resources required for task execution and completion
* Gather, process, and analyze operational data
* Test and develop new systems to meet and exceed client expectations
* Advise on emergent relevant technologies in subject areas and maintain skills and knowledge relevant to subject areas
* Lead operator in planning, developing, and implementing team social media and pay-per-click marketing campaigns
* Develop and maintain client websites; curate and amplify content to meet operational objectives
* Implement commercially available marketing platforms to grow website traffic and social media subscriber base
* Utilize industry best practices to develop strategies to effectively manage the website brand in accordance with command goals
* Improve, execute, and effectively communicate significant analyses that identify opportunities for the mission
* Generate significant reporting using Google Analytics for key leadership
* Maintain administrative duties and provide excellent communication analytics/reports in Farsi and English

**General Dynamics Information Technology (HQ), Falls Church, VA**

***International HR***, November 2018 – July 2021

− Expand, implement, and effectively convey significant assessments that identify growth for the business

− Engage in meetings with management, assessing and addressing issues to identify and implement improvements

− Provide strong and timely business analytic decision support to organizational stakeholders

− Develop actionable roadmaps for improving workflows and processes, and establish global directives

− Interpret data, analyze results using analytics, research methodologies, and statistical techniques

− Develop and implement data analyses, leverage data collection systems and other strategies that optimize statistical efficiency

− Analyzing and interpreting data involving company procedures, policies, and workflows

− Prepare, analyze, and summarize various weekly, monthly, and periodic operational results for use by various key stakeholders, creating reports, specifications, instructions, and flowcharts

− Conduct full lifecycle of analytics projects, including pulling, manipulating, and exporting data from project requirements documentation to design and execution

− Evaluate key performance indicators, provide ongoing reports, and recommend project plan updates

**BB&T, Merrifield, VA**

***Financial Analyst,*** *May 2017- July 2018*

− Analyze and investigate limitations of client's financial wellness

− Investigate forgery and theft within customers' accounts and transactions

− Facilitate associates in conducting a sales plan.

− Improved operational efficiency and cultivated cost reduction and increased productivity.

− Worked with clients to support understanding of rationale and details of financial strategies.

− Developed forecasting tools to analyze revenue variance, business pipeline, and industry trends.

− Developed financial models for projects and presentations.

− Consolidated financial data and materials for key leadership meetings.

**Luxottica, McLean, VA**

***General Manager,*** *Mar 2015 - May 2017*

− Exceeded sales goals set by regional management.

− Monetary deposits in the corporate bank account - Producing schedules and shipment.

− Maximized efficiency by coaching and mentoring personnel on principles, industry practices, company procedures, and systems.

− Oversaw inventory by ordering precise quantities of stock and executing corrective actions to drive profitability.

− Lead weekly conference calls, to discuss operational goals, budget tracking, and inventory.

− Received superior customer service satisfaction scores for many consecutive quarters.

− Created, managed, and executed business plan and communicated company vision and objectives to motivate teams.

**EDUCATION**

* **Associates of Science Degree in Biology, Northern VA CC** - (2016-2018) Graduated Magna Cum Laude
* **Bachelor of Science, Computational Data Science** (In Progress), **George Mason University** – 2019, **Graduating May 2023**