**[Data Analyst Business](https://www.postjobfree.com/resume/ad1jd2/data-analyst-business-new-york-ny)**

**Location:**New York, NY

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**Resume:**

Business Data Analyst

To serve as a Business Data Analyst where my training in Finance/Business/Analysis/IT experience can be used to meet the overall objectives of the organization.

Professional Qualification

Financial Analysis: GAAP - SOX - Financial Analysis - Variance Analysis - Business modeling-Dynamics 365FO. NPV

Financial Software: JD Edwards Enterprise, Peachtree Solomon ADP Timberline PeopleSoft 7.5 Quick Books Pro Great Plains, FASB 13, Cost Analysis & Inventory Hyperion/Hyperion Essbase Oracle Financial 11i, 12i, ERP, Anaplan, J D Edwards AS400 Ceridian Radar Financial Systems SAP EPM (Payroll and AR/Credit Apply Application Billing modules) Light Bridge Application, Kennan Billing System Cost Point, Google Sheets, Deltek CosPoint

Software Products: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint and Microsoft Outlook Express, Docu-sign, Service Now, Scrum, POS, Aptos

Operating Systems: Windows9X, Windows2000, Windows ME, Windows XP and Windows Vista

Database Applications: Lotus 1-2-3, MS-Dos, WordStar and Lotus Macros, Exigen, Sequel, SQL

Professional Experience

2020-Present (Freelance)

•I have over 3 years of Freelance experience as well as worked with system conversions from PeopleSoft to SAP with Ciba Vision Corporation.

•I have also worked with Oracle and SQL Databases and have over 3 years of experience with Ciba Vision Corporation which is now owned by Novartis Corporation.

•I have over 12 years of Finance experience.

Looking for opportunities in Finance industry 4/18 - 2/19 and was in school during this period (Non Finance related)

Finance/Budget Analyst – Verizon Wireless Corporation (Ashburn, VA) 11/19/-2/20

•Served as a Headcount/Aging Analyst for the Product and Marketing Division of the company

•Performed necessary v-lookup functions to determine new hires and term employees in order to keep track on expenses and control headcount for the Product and Marketing division of the organization.

•Area of the company was doing very well going into the 1st quarter of 2020 under the analysis work that was being performed

•My Auditing experience came from my Budget experience at Verizon where I worked in Auditing and Budgeting of Product and Marketing with the company. I have also performed Auditing functions at WebMD Corporation as well as Coca-Cola Company.

•Experience with selection, implementation and maintenance of an ERP

•Experience with Data Governance and Documentation

•Generally Accepted Accounting Principles (GAAP) experience

•Innovating new ways to standardize existing data processes and optimizing current workflows

•Creating custom data sets for use within our Analytics teams

•Create Data Mapping documents, data dictionaries and Interface Control Documents (ICDs)

•Defines and implements standards, methods and procedures for requirements gathering and documentation

•Immediate level of Service Now, Scrum, Hyperion and Anaplan

Financial Analyst – Air Force Retirement Home (Washington, DC) 2-19 –10/19

•Serving as a Financial Analyst for the Retirement Community

•Working with resident’s financial data for them to meet the necessary requirement to live in the community

•Working with their taxes as well as doing financial analysis work to project long range planning for the retirement community

•Working on Discharge Reports for February and March 2019. These are monthly reports that the AFRH must complete due to change in resident status.

•Performed analysis and research to satisfy task requirements.

•Worked with SAP and completed a system conversion from Peoplesoft to SAP

Financial/Business Analyst Century Communities LLC (Atlanta, GA) 3/17 –10/17

•Served as a Contract Analyst for /Century Community LLC

•Analyzed budget against actual expenses for Century Community LLC

•Performed low complexity forecasting and analysis work through SAP. Tracking and compiling statistical information. Assisted in the development of long-range financial forecasts and related budgets.

•Managed monthly cost reporting and variance analysis of business unit discretionary budgets and met monthly with Manager to review forecast and other issues; worked with Cost Point software

•Supported annual budget processes including alignment of detailed build-up with high level financial targets, and calculation of key metrics; worked with derivatives, capital markets and equity markets

•Served in a billing capacity where I used Docu-sign and other billing modules

•Supported long range planning with multi-year projections by lines of business, and alignment of financial and operating objectives

•Worked with Accounting for monthly reviews of payables to ensure accuracy of the bills that were presented for payment as well conducted variance analysis on the double pay of invoices that were found from the financial research

•Discovered 300K in double pays that were found within which helped the bottom line of the company to increase in its revenues for the company and analyzed cost monthly; use of Hyperion modules

•Performed analytical and evaluative work related to financial and management organizations, operations and practice; performed V-look, pivot tables, and macros on an immediate level basis to make the necessary recommendations

• Assessed and assisted in improvements to financial policy, financial management systems, financial reporting and analysis, strategic financial plans, IT capital planning & portfolio management, and performance measures/benchmarks affecting financial/management organizations.

• Evaluated prior, current and future financial conditions of ongoing and future projects, programs and operations.

•Assisted with scope definition, business case development, vendor assessment, requirements gathering, functional and technical design, testing, training, and implementation phases

• Developed and sustained a solid relationship with client personnel and identify opportunities to provide additional service

• Contributed to design, preparation and analysis of reports and findings in a clear, logical and concise manner

• Advised and shared information with project team that impacted as well as added value to tasks being performed concurrently

•Assisted with contract lease agreements as well to perform tax analysis to keep them in line with budget

•Experience with selection, implementation and maintenance of an ERP

•Experience with Data Governance and Documentation

•Generally Accepted Accounting Principles (GAAP) experience

•Conducted financial analysis and Net Present Value; company overall budget portfolio was 500-800 million

•Creating custom data sets for use within our Analytics teams

•Create Data Mapping documents, data dictionaries and Interface Control Documents (ICDs)

•Defines and implements standards, methods and procedures for requirements gathering and documentation

Finance Analyst/Sales Analyst Macy's Herald Square (New York, NY) 11/15-03/18

•Generated sales for the company in excess of 140K over the 3 year period with the organization

•3 years experience working as Retail POS Analyst on Aptos or RetailPro POS applications

•Use of knowledge of different Retail processes in the stores

•Conducted integration of POS application with payment gateway and other enterprise applications

•Experience in manual testing for POS related processes

•Communication skills which allowed me to coordinate with POS vendor

Financial/Billing Analyst Utility Expense Reduction (Manhattan, NY) 06/15-10/15

•Worked with various ESCO and Brokers to assist in helping to obtain business for major suppliers

•Completed a 34 major account contract which allowed me to generate over 600K in revenues for the major utility supplier in one year

•Also assisted with forecasting, analysis and statistical work.

•Established strong relationships with businesses anticipating key issues and information needs and always being prepared to lead analyses that enable business decision-making

•Budget / Forecast expense

•Monthly accrual process

•Monthly reporting and analysis; work with Cost Point

•Ad hoc reporting analysis; as well as analytical and evaluative work related to financial and management organizations, operations and practice; performed V-look, pivot tables, and macros on an immediate level basis to make the necessary recommendations

•Cost and Tax Analysis and use of Hyperion modules

•Served in a billing capacity where I used Docu-sign and other billing modules

Payroll/Billing Analyst ADP Incorporated (Atlanta, GA) 01/15-5/15

•Worked with companies with over five-thousand employees to complete payroll for a weekly, monthly and bi-monthly basis

•Provided customer service and problem solved questions and concerns from clients

•Served in a billing capacity where I used Docu-sign and other billing modules.

•Assisted with payroll and workforce data as well

Logistics Analyst Amazon Incorporated (Bellevue, WA) 11/14-12/14

•Traced organized product orders to customers, analyzed sales data and completed inventory

•In this role, ensure team is complete workload in a timely manner consistent with company policies and ensure appropriate issues are being escalated to senior leadership as necessary.

•Work to improve the process and recommend changes to company policies as marketplace conditions evolve.

• Negotiate contract terms & conditions with customers

•Cost and Tax Analysis

Sales Associate/Analyst IKEA Corporation (Atlanta, GA) 06/13-10/14

•Provided customer service to customers with the purchase of their household furnishing products

•Traced organized product orders to customers, analyzed sales data and completed inventory

Financial/Business Analyst The Clorox Company (Alpharetta, GA) 01/13-05/13

•Certified all incoming cash applications by manually applying cash or reviewing the cash auto applied applications

•Guaranteed that all open account receivable lines are identified and coded properly as well as provided supporting documentation for quick resolution, offsetting cash invoices, deduction and cash reversals

•Assigned reason codes and owners to open accounts receivable lines

•Managed the client's accounts receivable documentation database and prepared documentation for Exigen

•Budget / Forecast expense

•Monthly accrual process

•Monthly reporting and analysis

•Ad hoc reporting analysis: performed immediate level V-look, Pivot tables, to make necessary recommendations concerning the cash analysis for the company

•Worked with JD Edwards/Enterprise in the Cash application module

•Cost and Tax Analysis with use of Hyperion modules

•Served in a billing capacity where I used Docu-sign and other billing modules

Finance Analyst The Home Depot (Atlanta, GA) 03/12 - 12/12

•Worked with revenue, assisting customers, and provided customer service

•Performed analytical and variance analysis reports of retail business within the organization by utilizing pivot tables and v-lookup applications

•Performed tax procedures as well as payroll procedures for the organization

Finance Tax Analyst Bank of America (Atlanta, GA) 01/10 - 02/12

Utilized my business, finance and fiscal skills to evaluate Bank of America's operating data and recommended tax-saving strategies to top management. Also reviewed corporate policies, guidelines and internal controls to ensure they complied with regulatory requirements, industry practices and fiscal rules

Major Accomplishments

•Supported BOA with abiding by fiscal rules and filing accurate returns, identified inadequate errors

•Assessed internal policies or guidelines around tax reporting processes and implemented fiscal laws in accordance with IRS policies and guideline

•Worked primarily with individual, business sales and use tax functions for the various businesses

Billing/Financial Analyst Ciba Vision Corporation (Atlanta, GA) 05/05- 12/09

Served as a financial/billing analyst for the credit department where I Analyzed credit/debit memorandums, creating and implementing a robot program designed to issue credit promotions to various customer distributors, used SAP module for payroll to conduct payroll processes. Responsible for credits for all Lens and Lens care products as well as identify stage and load billing detail records from one Source SAP system to legacy e-Billing system. Conducted Variance Analysis; ad-hoc reporting through SQL Billing system Working knowledge of GAAP and SOX policies and guidelines; worked with Cost Point as well

Major Accomplishments:

•Credits generated in the amount of over ten million dollars to various distributors

•Participated in a software conversion from PeopleSoft to SAP

•Reduced bad debt accounts from 70% to 30% in eighteen months and saved the company over 400K in revenues

• Budget / Forecast expense

• Monthly accrual process

• Monthly reporting and analysis

• Ad hoc reporting analysis performed immediate to advance skills in Excel such as V-lookup, pivot tables, macros

•Assisted with bi-weekly payroll as needed

•Served in a billing capacity where I used Docu-sign and other billing modules

Finance Investment Specialist Jackson Investment Services (Atlanta, GA) 05/00 - 05/05

Served as a self-employed investment specialist for various clients more than 300K in the areas of money markets individual stocks, bonds and mutual funds through TD Waterhouse account holder's services

Worked as a self-employed specialist with various project management projects

Performed analytical and evaluative work related to financial and management organizations, operations and practice; performed V-look, pivot tables, and macros on an immediate level basis to make the necessary recommendations

Finance/Credit Analyst MCI/WorldCom Corporation 11/01 - 11/03

Analyzed and evaluated credit for agents to provide wireless service to various WorldCom affiliates

Evaluated credit analysis through statistical methods of procedures handed down by Finance Corporate Executives

Performed analytical and evaluative work related to financial and management organizations, operations and practice; performed V-look, pivot tables, and macros on an immediate level basis to make the necessary recommendations

Financial Analyst/Accountant WebMD Corporation (Atlanta, GA) 07/99 - 10/01

Used Oracle Financials 11i, 12i, ERP modules to prepare income and cash flow statements; supported with monthly and annually closings

Supported with incorporating technology companies (Healtheon, Care-Insite, Envoy, and Medical Manager) into the internet company's portfolio.

Used Test-director in the merger and acquisition project that was implemented to bring technology into the internet-based company with the assistance of Ernst & Young Accounting Firm

Manage all aspects of the Program budget including funding, forecasts, and actuals

Monitor key performance indicators

Report on financials and budgets for the program

Assist in opportunity analysis and build into program strategies and plans

System payroll conversion from Pro Business to ADP

Oracle Financial system integrating together with the ADP system

Monitor key performance indicators as well as XL modeling, forecasting and budgeting

Budget \Forecast of expense

Monthly accrual process

Monthly reporting financial analysis and Net Present Value

Ad hoc reporting analysis

Cost and Tax Analysis with Hyperion modules

Derivatives, capital markets and equity markets

Performed analytical and evaluative work related to financial and management organizations, operations and practice; performed V-look, pivot tables, and macros on an immediate level basis to make the necessary recommendations

•1985-1990 Worked for Alcorn State University Cooperation Extension Program Farm Management Specialist (state/federal), MBA program 1990-1992, Worked for WSSU in Library Science 1993-1994, Worked for Coca-Cola Enterprise 1995-1997 Worked with BellSouth Mobility as a Financial Analyst and 1998-1999 with state/federal government; hospitality/restaurant experience from 1992-1997.

Education

MBA Finance Jackson State University Jackson, MS

BS Agricultural Economics/Business Alcorn State University Lorman, MS

References

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