

Objective

Data Analyst professional with extensive experience in integrity checks and supporting users. Strengths include detail-oriented and over the top organizational skills. Expertise in communicating issues to upper management and ensuring a quick resolution.

Skills

Microsoft Word, Microsoft Excel, Sibelius, Data Entry.

Work Experience

Data Integrity Analyst

ABC Corporation - December 2000 – December 2015

- Responsible for investigating and resolving user community issues within the Customer Data Warehouse (CDW), Item Data Warehouse (IDW) & Supply Chain Data Warehouse (SCDW).
- Responsible for validating and communicating missing or inaccurate information furnished by the T-Log Trickle Feed system used to populate the Data Warehouses (approximately 800 stores).
- Responsible for the integrity of the data that goes into the Data Warehouses.
- Run approximately 200 reports each week in order to validate this data.
- Responsible for creating reports, running the data, and forwarding the results to the Category and Store Managers for their analysis.
- Responsible for updating and maintaining the documentation for all Data Warehouses.
- Responsible for the quarterly audits that are completed for all users (approx. 1500) with access to the Data Warehouses.

Data Integrity Analyst

Delta Corporation - 1997 – 2000

- Examine patient records in the old Med-Series 4 system and to find possible duplicates in the new Cerner system, and to .
- Resolved hundreds of duplicate records, assisting in the transition from MS4 to Cerner.
- Skills Used Typing, 10-key, some knowledge of the healthcare industry and the Adventist Health employee health insurance system.
- Data Integrity Analyst on a 30-day project to support the Customs and Border Protection (CBP) agency with data integrity services.
- Consisted of reviewing data for its accuracy and completeness of the information.
- Extracted data from agency database for management and program reports.
- Gathered information and organize investigative package.

Education

Bachelor of Science in Business Administration - 1988(Bob Jones University - Greenville, SC)