

# Robert Smith

## *Data Integrity Analyst*

### PERSONAL STATEMENT

Seeks to serve in a position that will help explore a passion for human resources and human relations. Customer-focused and strong communicator with the ability to effectively interact with others. Quick learner with management potential.

### WORK EXPERIENCE

#### ***Data Integrity Analyst***

**ABC Corporation - March 2014 - December 2015**

##### *Responsibilities:*

- Cleaned delimited, confidential student data files, and imported them into FoxPro for further cleaning.
- Used proprietary software to transform the raw data into a more suitable format.
- Implemented a different set of procedures for each type of model that was built.
- Scored weekly files against the corresponding model using proprietary software.
- Managed projects and supervised the day-to-day activities of Arrowstream data analyst trainees.
- Developed and facilitated training materials.
- Analyzed medical records to ensure completeness and accuracy.

#### ***Data Integrity Analyst***

**Delta Corporation - 2013 - 2014**

##### *Responsibilities:*

- Handled and supported SAP Master Data for Corporations downstream business units.
- Award Best performance award- 2013.
- Managed projects and supervised the day-to-day activities of Arrowstream data analyst trainees Developed and facilitated training materials using .
- Organized and led company-wide teams through an on-going system information validation project Single point of contact for mass-creating new parts .
- Company closed operations in 2008).
- Analyzed medical records to ensure completeness and accuracy.
- Used proprietary software to transform the raw data into a more suitable format.

### Education

Bachelor of Music in Music Education - (University of Wyoming Laramie - Laramie, WY)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

CPIC, IT Portfolio  
Management, Business  
Analyst, Program  
Management.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)