

PATRICE CONNOLLY

Analyst Resume

United States Navy: Honorably Discharged

Competitive Status: Independent Contractor

Citizenship: United States

Clearance: **Active** Department of Defense (DOD) Secret Clearance

Washington D.C. Metro area

Northern Alexandria, Virginia 22309

Call Number: 703.952.6112

Email: contactme@patriceconnolly.com

Because of the current covid-19 protocol, I am only accepting teleworking opportunity's

Project-driven professional with over 14 years' experience recognized for ability to resolve problems, and follow through demonstrating, and dedicated to innovative best practices policies and procedures with continuous process improvements. For example, saved one organization over \$40,000 by employing a windows-based technology to generate reports without human intervention

AREA OF EXPERTISE

- Business Intelligence (BI)
 - Data Governance
 - Metrics & Root Cause Analysis
 - Requirements Gathering
 - Ad Hoc & Standard Reporting
 - SQL and Visual Basic Code (VBA)
 - Microsoft Office Suite tools
 - Best Practices / Data Analysis
-

Education & Training

- Notre Dame of Maryland University, Bachelor of Arts in Business; Concentration in Accounting
 - Lenoir Community College, Associate in Applied Science: Accounting
-

EXPERIENCE

Joint Program Office (JPO)., Arlington VA

F-35 Joint Strike Fighter (JSF)

Independent Federal contractor

01/2019 – Present

- Compose a divisional Enterprise Data Catalog questionnaire needed to help define and implement requirements for data quality, definitions, lineage, access, and roles and responsibility's
- Used Microsoft suite of tools – designed, developed, optimized and supported Master Data Management (MDM) process performance and procedures in collecting structured, unstructured and semi-structure data
- Collaborate with business and IT stakeholders and Subject Matter Experts (SME)'s to develop and document policies and procedure's surrounding data governance opportunities
- Manage Integration around data modeling, mapping, and validation to include but not limited to seven (7) sovereign countries and domestic directorate functional areas
- Defined, configured and optimized various processes and stages to include data extraction/acquisition, standardization, and harmonization of metadata on a global scale

Synergy Access Inc., Alexandria, VA

Data Analyst, Independent Contractor

11/2012 – 1/2019

- Project driven tasks for Human Resource Management System (HRMS)
- Designed and developed from-the-ground-up a full-cycle prototype HMS catering to the needs of small to medium-size companies. Features include: Employee Data Management; Job Opening Management; Applicants Management; Employee Training; Database Management; Project & Documents Management
- Migrated MS Access database to a higher robust platform designing automated reporting processes
- Creation, maintenance, support of MS Access applications that help drive business processes and decisions

U.S. Naval Air Command (NAVAIR), Washington, DC

Data Analyst, Independent Contractor

07/2011 – 11/2012

Developed Microsoft SQL Database: Security Professional Education Database (SPeD)

- Designed a solution to implement elements into a new custom database for NAVAIR Headquarters security Area divisions. End-users saved time and effort in their role of increased visibility and self-management
- Launched tool and tracked status of current and expected Security area Employment Development (SPeD) needed coursework and certification requirements
- Established security and permissions technology based on organization's hierarchy of end user's responsibility by business unit and department head within a business unit (BU)
- Created reports and printing option for administrators to generate filters by date, BU, percentage of completion, tier, and end user departments

U.S. Coast Guard (USCG) Washington, DC

Data Analyst, Independent Contractor

01/2011– 06/2011

Developed Microsoft SQL Database: Resource Education Quota Build Database (REQBD)

- Utilized SharePoint technology to design and develop enterprise level management tool for analytical analysis, reporting and transactional processing which effectively guided members to their required certifications, education and training course pursuits
- Modernized standard and ad-hoc reporting processes reduced time by 70% drilled-down by enterprise, BU, department, and employee tier-levels. Functionality included change requests with the ability to query quota's and check status

U.S. Department of Agriculture (USDA), Washington, DC

Program Analyst

10/2008–11/2009

- Reported Congressional Continued Resolution (CR) appropriations for contingency per state agencies and 90 regional municipalities with a total budget of \$500 million in grant programs and \$100 million set up to improve or administer Management Information Systems (MIS)
- Conveyed necessary information to upper management from updated press releases stating new legislative and regulatory requirements set forth by Office of Management and Budget (OMB)
- Improved accuracy and reliability of allocated American Recovery Reinvestment Act 2009 (ARRA) funds given special provisions for Civil Rights Requirements- A. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI) which prohibits discrimination based on race, color, or national origin in any program or activity that receives Federal funds

Federal Emergency Management Agency (FEMA), ATLANTA, GA

Financial Analyst

11/2007– 10/2008

- Maintained \$500 million budget declaration of disaster emergency relief funds for “Hurricane Andrew”
- Prepared and tracked operating and capital allotments for Federal, State, and Local procurement
- Reduced chronic problems of inaccurately recorded appropriations, obligations, and expenditures transactions by funding category
- Developed comprehensive approach to record financial transactions generated by Federal Emergency Management System (FEMS); reported, and monitored federal funds allocated across eight States in the Southeastern region four (4)

U.S. NAVY (USN) Norfolk, VA

Storekeeper (E-3)

01/1975– 05/1979

- After the requisite basic training (boot camp), attended technical school (A-School) training at the Navy Air Station in Meridian, Mississippi
- Ordered stock and issued repair parts, clothing and general supplies, organized and maintained databases, files, produced reports
- Maintained financial records accounting systems and inventory databases for supplies in shore-based warehouses and ships’ storerooms, and performed periodic and physical inventory’s
- Ordered stock and issued repair parts, clothing and general supplies, organized and maintained databases, files and produced reports
- Trained on the proper handling and management of hazardous materials

CONTINUED EDUCATION

General Assembly, Washington DC

Relevant course work and projects:

2017- 2018

Advanced Topics in Data Analytics

- Visualization and Mapping Data using Tableau
 - Familiar with open source for unstructured data management open source software i.e., R and Python
 - Applying Statistical Data Analysis using Excel
 - Understanding fundamentals of Databases and SQL
-