

Tyler Howard

☎ (512) 555-4186 ✉ tyler.howard@example.com 🔗 linkedin.com/example/tylerhoward 📍 Round Rock, TX 78664

SUMMARY

Data Analyst with seven years of progressive experience turning financial, human resources, and operational records into accurate reporting and practical decisions. Work includes SQL extraction, Python scripting, SAS analysis, TOAD profiling, Excel reconciliation, BusinessObjects reporting, **chart of accounts** maintenance, general ledger reporting, budget analysis, EDI formatting, access reviews, and **confidential data** controls. Builds repeatable datasets, automated checks, and documented workflows that reveal anomalies, redundancies, and reconciliation breaks before they affect management reporting. Partners with finance, audit, security, and program stakeholders, explaining technical findings in clear language and managing competing priorities with steady attention to quality. Creates accessible Office and PDF deliverables aligned with **WCAG 2.1 AA** and Section 508 practices. This background supports reliable **financial systems**, stronger controls, and timely analytical decisions.

EXPERIENCE

Senior Financial Data Analyst

April 2023 - Present

Blue Mesa Financial Systems

Round Rock, TX

Lead **financial data analysis**, reconciliation, reporting, access control, and **data quality** work across enterprise finance, HR, and subsidiary applications. Support monthly close, audit requests, management reporting, reference structures, and accessible technical deliverables while guiding practical improvements for finance and system owners.

- Led general ledger, budget, HR, and subsidiary **reconciliation** for monthly close and audit reporting.
- Built SQL and Python routines with validation checks for repeatable enterprise **data extraction**.
- Maintained chart of accounts mappings and hierarchy tables through controlled combination testing.
- Reviewed finance application roles, documented conflicts, and routed access control recommendations.
- Developed Excel and BusinessObjects reports that exposed anomalies and duplicate source records.
- Produced **WCAG 2.1 AA** and **Section 508** compliant Office and PDF deliverables.

Financial Data Analyst

January 2021 - March 2023

Lone Star Analytics Group

Georgetown, TX

Analyzed public sector financial information through **SQL** extraction, Excel reconciliation, SAS profiling, TOAD analysis, audit support, and controlled handling of confidential records. Translated data quality findings into concise recommendations for finance and program stakeholders, with quiet attention to traceability and repeatable review.

- Analyzed budget and general ledger extracts with Excel models for recurring financial reporting.
- Profiled financial datasets in **SAS** and **TOAD**, isolating unusual values for source review.
- Prepared traceable audit datasets with query logic, field definitions, and validation notes.
- Created automated account checks that reduced manual comparisons during monthly **reconciliation** cycles.
- Applied role based access and controlled distribution practices to confidential analytical records.
- Presented **data quality** findings through concise visualizations and technical recommendations.

Data Analyst

June 2019 - December 2020

Hillcrest Business Solutions

San Marcos, TX

Queried financial and operational databases for recurring reporting, ad hoc analysis, reconciliation, and management requests. Developed maintainable Excel and Python workflows, researched inconsistent records, and prepared clear Word and PowerPoint materials for technical and nontechnical audiences under competing deadlines.

- Queried financial databases with SQL for ad hoc analysis and recurring reporting.
- Built advanced Excel models with lookups, pivots, and validation controls for **reconciliation**.
- Developed **Python** scripts for file consolidation and repeatable **data quality** checks.
- Researched inconsistent records and prepared correction recommendations using transaction detail.
- Created Word and PowerPoint summaries that clarified findings for mixed audiences.
- Managed competing reporting deadlines through priorities, validation steps, and review checkpoints.

Junior Data Analyst

June 2018 - May 2019

Prairie Oak Services

Temple, TX

Prepared finance and operations data under senior analyst review, supporting reconciliation, recurring Excel reporting, foundational SQL work, quality logs, and confidential file handling. Documented sources and validation steps so routine analytical handoffs became easier for colleagues to follow.

- Standardized finance fields and documented exceptions before recurring analytical work.
- Wrote foundational SQL queries comparing transaction totals across reporting periods.
- Traced unmatched ledger items to source records for finance team resolution.

- Maintained Excel reports and quality logs with consistent field definitions.
- Applied approved confidentiality procedures when distributing sensitive financial files.
- Created process notes and flow diagrams clarifying sources, checks, and handoffs.

PROJECTS

Financial Data Quality Automation 📅 2024

Small improvements can change daily confidence. Built repeatable SQL and Python checks for account combinations, duplicate records, hierarchy values, and reconciliation exceptions across enterprise financial sources. Documented inputs, validation logic, exception handling, and review steps so analysts could investigate findings with less manual effort.

Accessible Financial Reporting 📅 2023

Clear reporting gives careful work a wider reach. Created structured Excel, Word, PowerPoint, and PDF deliverables using WCAG 2.1 AA and Section 508 practices. Organized headings, tables, labels, and reading order so financial findings remained usable for varied audiences.

LEADERSHIP & AWARDS

- Recognized by finance stakeholders for dependable reconciliation support and clear audit documentation.
- Selected by project teams to explain data quality findings and practical correction options.
- Provided informal leadership through repeatable validation notes, process guidance, and peer support.

EDUCATION

Bachelor of Science in Management Information Systems

2018

Texas State University GPA: 3.5

San Marcos, TX

Coursework: Database systems, financial management, statistics, systems analysis, programming

CERTIFICATIONS

- Microsoft Learn: Analyze Data with Power BI 📅 2022
- Python for Data Analysis Certificate, University Continuing Education 📅 2020

TECHNICAL SKILLS

- **Query and Scripting:** SQL, Python, R, Visual Basic
- **Statistical Analysis:** SAS, statistical tools, statistical modeling
- **Database Tools:** TOAD, database queries, data extraction
- **Microsoft Office:** Excel, Word, PowerPoint
- **Financial Reporting:** BusinessObjects, general ledger reporting, budget reporting
- **Enterprise Systems:** PeopleSoft, financial systems, HR systems
- **Financial Structures:** Chart of accounts, account combinations, system hierarchies
- **Data Governance:** Data quality, data integrity, reference structures
- **Security Controls:** Access auditing, role reviews, access certifications
- **Data Integration:** EDI layouts, IRS formatting, electronic interfaces
- **Automation:** Automated workflows, validation checks, process improvement
- **Accessibility:** WCAG 2.1 AA, Section 508, accessible PDFs

SKILLS

- | | | | |
|----------------------|------------------------|-----------------------|----------------------------|
| • SQL | • Data integrity | • Access auditing | • General ledger reporting |
| • Python | • Data reconciliation | • Security controls | • Chart of accounts |
| • Financial analysis | • Statistical modeling | • Process improvement | • Technical reporting |
| • Data quality | • Data visualization | • Budget reporting | |

PROFESSIONAL AFFILIATIONS

- Professional interest in public sector financial data quality, transparent reporting, and responsible stewardship.
- Ongoing connection with analytics, finance systems, accessibility, and information governance communities.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST