

Daniel White

Objective

Entry level management position with a progressive company where my computer skills and knowledge will be useful in providing excellent customer service, promoting company growth and ensuring opportunity for career advancement.

Experience

June 2008- Jan 2010

ABC Inc.

Any Town, NY

Entry Level Analyst

- Reviewed existing CRM database & systems and cleaned data.
- Performed contract data search and analysis, data collection and grouping, data entry, data checking, data validation, and data clean-up.
- Prepared documentation tracking process data entry.
- Implemented, maintained and managed the rate of data entry into systems.
- Generated reports for the Contracts team for various data requests.
- Planned and coordinated executive level Process & Compliance training; designed and managed metrics and data for training improvements.
- Created and managed internal process documentation and presentations.
- Provided detailed documentation describing the Process Improvement identified and the Workflow Chart/Diagram associated with the Process Flow.
- Developed test plans based on requirements documentation, perform database queries to identify test data, and create test procedures/test cases with expected results.
- Analyzed test results, including user interface data presentation, output documents, and database field values, for accuracy and consistency.
- Facilitated user acceptance testing of software; train system users on software use.
- Analyzed data results from use of business processing software and provides conceptual solutions to systems design work.
- Participated in improving organizational performance through recommending areas or approaches for improvement activities, performing new data collection procedures, collecting data and providing input to team discussions.

June 1987- June 2008

XYZ Corp.

Any Town, NY

Entry Level Analyst

- Capital Budgeting and Asset Management. Record Appropriation Requests.
- Monitor and Report on Overtime and Timecard information.
- Supervise 10 employees who audit packages to uncover billing discrepancies.

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June 1987- June 2008

BCD Inc.

Any Town, NY

Entry Level Analyst

- Assisted IT lead with Tier I ticket issues; hard drive replacement, ram upgrade, blackberry errors, and MS Office issues.
 - Created databases to help analyze enormous amounts of data provided for high profile cases.
 - Responsible for valuation and creation of complex financial models needed.
 - Performed analytical reviews on company's financial statements.
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Education

Sept, 2004- June 2008

University of Texas

Austin, TX

Associates of Applied Science/Accounting

- Graduated Summa Cum-laude/ *3.75GPA
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References

References are available on request.