
OPERATIONS ANALYST RESUME

Objective:

Seeking the position of Operations Analyst in the world of commerce and industry where my technical expertise in statistics and SAS will be fully maximized for the growth of the company.

Education:

MS in Operations Research, 2001
Cameron University

BS in Economics, 1997
Cameron University

Skills:

- Skilled in accounting
- Dynamic and competitive worker
- Skilled in statistics and software supporting statistical analysis
- Strong familiarity in Computer applications :MS Excel and SAS in performing statistical analysis
- Excellent Analytical skills

Professional Experience:

- Security Operations Analyst, 2006-present
- Hal Leonard Corporation, Alpine CA

Responsibilities:

- Expanded support of security improvements by assisting in the development and implementation of complex security systems program
- Reviewed policy documents, modeling and simulation efforts to increase work efficiency.
- Worked in mission planning processes, analysis of alternatives, policy development and threat assessments.
- Operations Analyst II, 2003-2006
- DBA Recruitment Services, Alpine CA

Responsibilities:

- Assisted and managed valuation of private market investment portfolios.
- Oversaw investment activities and prepared and analyzed IRR metric performance reports.
- Assigned in determining deployment processes of experienced professionals in all areas of accounting, finance and bookkeeping.
- Participated in the development, production and execution of the full range of operational test planning.
- Operations Analyst, 2001-2003
- H Tempest Limited, Alpine CA

Responsibilities:

- Expanded support of security improvements by assisting in the development and implementation of complex security systems program
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- Worked in mission planning processes, analysis of alternatives, policy development and threat assessments.
- Operations Analyst II, 2003-2006
- DBA Recruitment Services, Alpine CA

Certifications and Affiliations:

Certificate in Finance and Accounting Management
National Association of Certified Operations Analysts

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