Richard Cook

Business and Operations Analyst

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|  | **Work History** |

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| **2023-03 –****2024-05****2022-03 –****2023-01****2019-02 –2021-10** |  | Operations AnalystShipMonk* Developed tools and automation for processing company KPIs and expanding continuous improvement initiatives. Software suites utilized included Metabase, Keboola (Python scripts), Tableau, and Snowflake.

Business Systems AnalystTotal Warranty Services* Built programs in VB.NET and R to automate company processes, working alongside SQL, SSIS, and SSRS to generate client deliverables.

Senior Business Analyst, Portfolio Data AnalystSMArtX Technology Solutions* Directed morning operations to get ready for trading and troubleshot issues such as late file parsing and re-evaluating portfolios.
* Performed custom database queries to extract and manipulate financial data to onboard, reconcile, and prepare accounts and/or models for trading.
* Processed corporate actions and assessed the accuracy and performance of investment models while rectifying discrepancies through portfolio analysis.
* Prepared prioritization meetings amongst multiple operations departments using Jira software for issue tracking.
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| **2018-05 - 2018-07** |  | Data SpecialistMaterial Bank* Performed data extraction, cleanup, mapping, manipulation, and importation into an e-commerce database.
* Custom coded VBA macros to automate quality control processes.
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| **2017-02 - 2017-08** |  | Research AssociateLieberman Research Worldwide* Conducted market research on contract projects that involved data acquisition, interpretation, and extraction of pertinent information to support research conclusions.
* Documented data in Excel to advance global research studies.
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|  | **Education** |

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|  |  | Bachelors of Science: Chemical EngineeringCarnegie Mellon University  |
|  |   | Post-Baccalaureate Studies Columbia University  |

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|  | **Languages** |

French (fluent), Portuguese (beginner), German (beginner)

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|  | **Accomplishments** |

Dean's List, Carnegie Mellon College of EngineeringRecipient of DAAD RISE Academic Exchange Grant |  |

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|  | **Contact** |

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|  | **Skills** |

Data/technical analysisProgramming

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|  | **Software** |

AsanaG-SuiteJiraPython RSlackSnowflakeSQL ServerTableauVisual Studio |