

PATRICK BLAKE JR., MTA

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CAREER SUMMARY

Certified Microsoft Technology Associate (2020) with over 7 years of professional job experience. Driven by the desire to innovate, and share new skills with others. Keen focus on customer experience, attention to detail, and producing high-quality deliverables. Ability to train others at various levels of the organization.

TECHNOLOGIES USED

Microsoft Office 365: Access, Excel (VBA), OneNote, Outlook, PowerPoint, Word; SharePoint, SAP, Microsoft SQL Server, Alteryx, Autosys, GitHub, Informatica, Jira, Confluence, OLAP Cubes, Power BI, Power Query, DAX, Tableau, Toad Data Point, Oracle Database, T-SQL, Teradata, PL/SQL, Unix scripts, Visio, Visual Studio

PROFESSIONAL CERTIFICATIONS

Microsoft Technology Associate (MTA): Database Fundamentals (Certified June 2020)

Issued by Microsoft

WORK EXPERIENCE

IT Business Analyst V

April 2022 – October 2023

Bank of America, *Global Banking Technology | Wholesale Credit*, Charlotte, NC

- Designed bespoke automated business intelligence solutions from disparate systems to streamline processes.
 - *Created an automated report for the Wholesale Credit Re-estimation Process by combining data from the OneList file, DQCE Tableau Dashboard/Database, and Sharepoint through a Power Query workflow.*
- Interrogated data across multiple systems including Tableau, Teradata, and Data warehouses/lakes to extract and communicate valuable insights for informed decision-making.
- Performed metadata, lineage, and data quality analysis working with SORs as needed.
- Profiled data and created data definition documents, working on business requirements and user stories for data integration initiatives.
- Served as an additional resource for the Development team to implement new processes using Scala, Hadoop, Hive, Impala, Unix, PL/SQL, and Autosys.
- Demonstrated an understanding of the banking/financial industry and have a solid understanding of wholesale banking, Credit Risk and financial engineering/modeling, and regulatory reporting.
- Applied project management concepts and activities in an Agile/Scrum environment to connect the dots across many supply chains in the Wholesale Credit space.
- Utilized BAC applications to monitor, assess, and track projects such as DART, PMMT, PPRT, and Jira.
- Translated the product goals set by the Product Owner into User Stories and participated in daily stand-ups to discuss progress and identify blockers.
- Supported the QA and UAT testers throughout the UAT, DEV, and PROD phases.

Business Analyst II

August 2020 –

December 2021

Bank of America, *Data Management and Governance | Global Procurement Operations*, Charlotte, NC

- Followed data governance framework and best practices as per changing regulatory policies in the enterprise and met compliance requirements as they evolved.
- Created data definition documents, designed data models and diagrams, and worked on business requirement documents.
- Used SQL (Oracle) in profiling large datasets for analysis and testing efforts, with multiple/multi-type table joins, multiple keys, and nested queries to evaluate business gaps and requirements.
- Maintained a data dictionary to ensure proper governance of key data elements that created a self-serve method for cross-functional teams to have a shared understanding of data across systems.
- Created an automated workflow using Power Query for the FPP reconciliation process, which resulted in time-savings of 90% and required only one associate rather than two.
- Participated in the identification and development of data management tools, including metadata analysis and data quality measurement and reporting.
- Supported the QA and UAT testers throughout UAT, DEV, and PROD testing efforts.
- Worked as a co-product owner on an Agile team, acting as a liaison between business partners and technology stakeholders.
- Participated in an Automation Challenge where I quickly learned how to use Alteryx and rapidly delivered a proof of concept that automated many of the data quality processes.

Category Development Specialist

July 2019 – June 2020

FoodBuy LLC, Charlotte, NC

- Ensured data accuracy and maintenance including term set management, price releases, subscriptions, and catalogs.
- Monitored and updated supplier contacts and worked to ensure alignment with preferred vendors for complete adherence to compliance standards to ensure maximum contract utilization rate (CUR).
- Worked with Finance and Accounting to ensure that assigned direct programs are booked and paid in a manner that maximizes income recognition and minimizes days sales outstanding (DSO).
- Prepared supplier and category analyses and presentation materials.
- Queried and analyzed data from multiple sources such as Access, Power BI, OLAP Cubes, and Supply Chain to build reports.
- Supported the CDM team in new program rollouts and conversion initiatives– including data analysis liaison with stakeholders, making pricing proposals, project management, preparation of sales materials, etc.

Compliance Analyst

February 2018 – June 2019

FoodBuy LLC, Charlotte, NC

- Managed relationships between FoodBuy and assigned broadline distributors to ensure adherence to FoodBuy standards and expectations.
- Queried and analyzed data from multiple sources such as Access, Power BI, OLAP Cubes, and Supply Chain to build reports.
- Executed MOG changes, audits, and new program rollouts to optimize volume allowance at assigned distributors.
- Processed weekly reports with 11 assigned distributors to review performance and address any issues.
- Managed 500 proprietary slots for each assigned distributor to minimize slow and dead and maximize inventory ROI.
- Led a training committee that developed a comprehensive process document for the Compliance Analyst role.

Inside Sales Representative

May 2016 – February 2018

HUBER+SUHNER INC., Charlotte, NC

- Advised customers and representatives with price, delivery, and technical information to meet their requirements while complying with company policies.
- Processed orders in accordance with the applicable Incoterms and the agreed terms and conditions.
- Created and sent weekly open order reports to ensure customers received timely and complete information.
- Served as an interim buyer for 16 distributors ensuring purchase orders were placed in a prompt and accurate manner and intermediated between suppliers and inside sales representatives.

VOLUNTEER

Coding Tutor (Python)

May 2021 – October 2022

Pandemic Professors, New York, NY

- Provided a variety of learning materials and resources for educational activities.
- Used relevant technology to support instruction in a remote learning environment.
- Encouraged my student to gain confidence and strengthen their coding skills.
- Observed and evaluated student's performance and development.

EDUCATION

The University of North Carolina at Charlotte

Bachelor of Arts, Marketing, May 2016