

JACOB D. HITT

EMAIL: HITT.JAKE@COX.NET PHONE: (703) 655-4787

SKILLS:

- Software: SQL, Tableau, Power BI, Advanced Excel and Microsoft Office Suite, Salesforce, WordPress
- Power Skills: Communication, Requirements Gathering, Presentations, Collaboration
- Database Exposure: MS SQL
- Programming Exposure: Python
- Additional Skills: Dunn & Bradstreet, Editing, Events Management, Research, Hoovers, LexisNexis, Research, Scrum Fundamentals Certified, Mentorship, Leadership, Hiring/Onboarding

PROFESSIONAL EXPERIENCE:

TALENT PATH – ALEXANDRIA, VA/REMOTE

04/2019 – PRESENT

DATA ANALYST

- BI Reports Developer Consultant, Calpine (09/2021 – present)
 - Automate reports and enhance data visualizations using Power BI and coordinating with the Audit and RPA teams
 - Update report instructions, document last modified dates, and track updates
 - Complete audit workpapers, verify results, and present findings to leadership
- Junior Project Manager Consultant, Petroleum Service Corporation (04/2021 – 08/2021)
 - Assisted with E2Es, RTMs, and tracked meeting minutes, noted action items, and summarized decisions
 - Provided weekly update on ITs accomplishments and progress for senior leadership
 - Beta-tested MS Power Apps applications and coordinated with vendors regarding updates
- Data Governance Consultant, State Department Federal Credit Union (02/2020 – 01/2021)
 - Established a data dictionary for SDFCU employees to reference
 - Researched data governance implementation strategy and created an internal data governance guide for SDFCU employees
 - Coordinated with external vendors and internal departments to determine industry best practices and confirm definitions for the data dictionary
- Salesforce Project for Cloud Clarity (completed 01/24/2019):
 - Beta tested Salesforce platform as an end-user
 - Provided feedback and updates on testing experience
 - Created Salesforce user-manual for UrbanEd
- QuickBooks Project for Women's Business Collaborative (completed 12/06/2019):
 - Gathered requirements and updated Quick Books expense allocation structure
 - Evaluated 2019 and 2020 annual budget using updated expense allocation structure
 - Assisted with set-up and guest coordination for the WBC leadership council dinner
 - Updated information and expenses in Quick Books as needed for future integration with Salesforce

CHEGG - REMOTE

03/2022 – PRESENT

DATA ANALYST MENTOR (PART TIME/CONTRACT)

- Provide mentoring services to students pursuing an online data analyst track, which focuses on Excel, Python, and Tableau
- Answer questions, review new concepts, and share industry best practices
- Engage students at local events and provide motivational support in reaching their goals

HEWELL EVENTS GROUP – WASHINGTON, DC

02/2016 – 01/2019

EVENT STAFF

Competitive Enterprise Institute Gala, LibertyCon, Susan B. Anthony List Gala

- Managed event room, including set up of projectors, computers, and PowerPoints for presenters; coordinated with hotel staff and A/V team; assisted speakers before and during presentations
- Guided conference guests to breakouts, receptions and oversaw admittance to special events, coordinated with security to ensure a safe environment for high-profile guests
- Collected donations and assisted with the set-up and break-down of the conferences

EDUCATION:

GEORGE MASON UNIVERSITY – FAIRFAX, VA

05/2015

Bachelor of Arts, Economics