

JACOB D. HITT

SKILLS:

- Software: Alteryx, SQL, Tableau, Power BI, Advanced Excel and Microsoft Office Suite, WordPress
- Power Skills: Communication, Requirements Gathering, Presentations, Collaboration
- Database Exposure: MS SQL, GCP
- Programming Exposure: Python, PowerShell, Shell Script
- Additional Skills: AWS Cloud, Azure Cloud, Dunn & Bradstreet, Editing, Events Management, Google Cloud Platform, Linux OS, Research, Hoovers, LexisNexis, Research, Scrum Fundamentals Certified, Mentorship, Leadership, Hiring/Onboarding

PROFESSIONAL EXPERIENCE:

CARDINAL HEALTH - REMOTE

05/2022 – PRESENT

TEAM LEAD AND ENGINEER, SOFTWARE / INFORMATION PLATFORMS

- Lead Business Intelligence and Competency Center team (19 employees/contractors)
- Ensure governance rules established by the platform team are implemented, maintain platform stability/reliability, and ensure items are routed properly to the governance team
- Assist the migration of 12K Tableau users from version 2019.1 to 2022.2, and 2K Alteryx users from 2019.1 to 2021.1, migrating DSNs, installing drivers, coordinating working sessions, resolving user issues, and disseminating instructions and communications
- Develop BICC SharePoint site, centralizing essential knowledge for internal customers, assist with developing API marketplace, coordinating meetings with API owners, creating documentation, and developing weblinks

CHEGG - REMOTE

03/2022 – PRESENT

DATA ANALYST MENTOR (CONTRACT)

- Provide mentoring services to students pursuing an online data analyst or software engineering 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

GENUENT – REMOTE

04/2022 – 06/2022

BI REPORTS DEVELOPER CONSULTANT (CONTRACT)

- BI Reports Developer Consultant, Calpine (04/2022 – 06/2022)
 - Provided status updates and coordinated one-on-one meetings with manager on an as needed basis
 - Documented processes and provided instructions for dashboards
 - Transitioned business process ownership and documentation for off-boarding

TALENT PATH – ALEXANDRIA, VA (REMOTE)

04/2019 – 04/2022

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

EDUCATION:

GEORGE MASON UNIVERSITY – FAIRFAX, VA

05/2015

Bachelor of Arts, Economics