



**Tanya**  
**Contact: Cathy Kopa**  
**UNIVERSAL Technologies**  
**518-542-6312**  
**Ckopa@univstech.com**

**Professional Summary:**

- Data Analyst with hands-on experience in Data Analytics using large volumes of financial and commercial insurance data.
- Experience in numerous functional areas of Analytics, Business Intelligence, and Quality Assurance/UAT.
- Specialty in financial analysis, data preparation, and business rule verification.
- Ability to improve and enhance data quality assessment processes by leveraging established terms, definitions, rules and information available.
- Proficiency in data visualization, data mining, data profiling, data quality, ETL, statistics, and a good understanding of database design and architecture.
- Expertise in eliciting, analyzing, specifying and validating requirements, as well as performing business process analysis, identifying gaps, and driving solutions to problems.
- Detail-oriented, analytical, and a quick learner with problem-solving skills.
- Has the ability to balance and manage multiple priorities and projects on a daily basis.
- Possess the self-starting, ability to work independently and also in team environments, with a minimum amount of supervision.
- Earned professional and certified scrum master designations (CSM, PSM1).

|                        |  |
|------------------------|--|
| <b>Database</b>        | MS SQL Server (T-SQL), MySQL, Oracle, MS Access  |
| <b>Tools</b>           | Advanced MS Excel (PivotTables / PowerPivot / VLOOKUP / What-If Analysis / Scenario Analysis), Tableau (Catalog / Metadata / Track Lineage / Impact Analysis / Clean and Shape Data), MS Power BI, MS Visual Studio (SSIS / SSAS / SSRS), Informatica, IBM InfoSphere Information Server Product Modules |
| <b>Programming</b>     | Python (Libraries: NumPy, Pandas, Seaborn, Matplotlib, OpenPyXL), Basic Knowledge of Java  |
| <b>MS Office Tools</b> | MS Project, MS Visio, MS Word, MS PowerPoint   |
| <b>Other Tools</b>     | Agile Central/Rally, JIRA, Confluence, HP ALM (Quality Center), Agile Methodologies, Atlassian, ServiceNow, Remedy   |

**Education/Certifications:**

- Master of Science in Civil Engineering, Minor in Economics, National Transport University, Kiev,
- Ukraine Accounting Diploma, SYRIT Business School Automated Methods of Software Testing
- Professional Scrum Master I (PSM I)
- Certified Scrum Master (CSM)

**Professional Experience:**

|  |                       |
|--|-----------------------|
| <b>Client: CONFIDENTIAL FINANCIAL FIRM, New Jersey</b> | <b>2019 – Present</b> |
| Title: Data Analyst                                    |                       |

**Responsibilities:**

- Worked as a part of a scrum team, responsible for analyzing and reviewing the company ratings, made up of business history, payment trends, and industry data, which predicts the chances a business will experience financial issues over the next year.
- Identified data quality issues, researched and worked with the development team to implement solutions to correct problems.
- Worked with the data steward and data owners in maintaining metadata and lineage using Tableau.
- Extracted and cleaned large-scale financial data using SQL.
- Created reports and dashboards to assist management decisions.
- Liaised with business users to identify risk-related data and to gather rules requirements.
- Analyzed company ratings to ensure the ratings are captured correctly, including working through discrepancies and needed enhancements.

**Client: AIG, New York, NY**

**2001 – 2019**

Title: Data Analyst

**Responsibilities:**

- Involved in analytics functions for a Credit Risk application, which set credit limits based on actual trading experience and provided portfolio wide risk aggregation tools across multiple subsidiaries, different types of accounts receivables packages and within global holding company structures. The application is an operational management system behind a trade finance facility, providing detailed receivables eligibility reporting and supporting a trade finance solution.
- Performed data analysis including monitoring and testing jobs to load data from internal and external data sources (including Moody's, S&P, and Internal Agency).
- Participated in the management and monitoring of data quality and integrity by ensuring adherence of Blaze automated rules and exception reports.
- Extensively worked on SQL queries for data extraction to be used in data cleansing activities.
- Designed and developed various analytical reports from multiple data sources, and also identified and worked to correct any data quality issues and areas of system control gaps.
- Performed column profiling, join analysis, and participated in developing data quality rules, scorecards, and configuring thresholds, using Informatica.
- Ensured the accuracy and integrity of primary data feeds into the Credit Risk Management calculation.
- Reduced cost and work redundancies by 10% by identifying same source data across multiple systems and was able to streamline work processes.
- Monitored global credit exposure on a daily basis on a daily basis; researched and verified differences with the Customer Relationship Management (CRM) and IT team.
- Performed regular global exposure data quality checks to ensure completeness, validity, and accuracy, and consistency of various key fields and coordinated with the operational team to ensure updates are made promptly.
- Created Tableau dashboards for the top Key Performance Indicators for business users by connecting various data sources like Excel, flat files, and SQL databases.

**Client: CONFIDENTIAL FINANCIAL FIRM**

**2012 – 2015**

Title: Senior Business Analyst/Product Owner

**Responsibilities:**

- I was a part of a team involved in system support and analysis for a Credit Risk application. The application provides business users an easy and comprehensive entry point for the creation of Quote and Binder letters.
- Drove and owned backlog grooming and management, prioritized user stories, created acceptance criteria, and delivery of iteration
- Partnered with IT team members and the business user leadership to drive and manage the solution development process and ensure the product team understands the direction and vision for their work.
- Prepared business cases, Statement of Work, and SDLC artifacts such as Project Charter, Business Requirements Document, Master Test Plan, and Project Plan.

- Created and maintained the Requirements Traceability Matrix and identified and tracked project risks.
- Collaborated with the business user team and managers to determine project scope, cost estimation and explained the benefits for strategic enhancements.
- Improved business unit satisfaction by organizing regular meetings with the technical team and business owners to identify risk related data and gather rules requirements.

**Client: CONFIDENTIAL FINANCIAL FIRM**

**2001 – 2012**

Title: Senior Quality Assurance Analyst

**Responsibilities:**

- Participated in testing of two major applications, Avantrust and TradeCredit, the foundation of the eMarketplace suite of insurance products, risk management services, and information offerings.
- 99.9% clean data in production realized by eliminating mismatches from the Sybase database conversion to Oracle, and carefully organizing testing using MS Excel.
- Conducted functional, GUI, system, compatibility, and performance testing using formal test procedures while performing regression testing to verify problem fixes and overall system correctness.
- Used the Rational Enterprise Suite and WinRunner to automate regression and stress testing, PVCS Tracker to manage and track defects, and analyzed actual test results.
- Achieved zero high severity production issues by documenting changes / test cases, building scenarios, and better organizing the QA process.
- Was responsible for setting up and executing program test runs and analyze test results. Defect Tracking and Bug Reporting performed using Quality Center.
- Observed zero emergency releases for more than ten years by thoroughly testing and carefully analyzing updates.
- Prepared delivery reports and recommendations to address existing and potential trouble areas in the application.
- Led an offshore team for support.

**Client: CITIBANK, New York, NY**

**2000 – 2001**

Title: Senior Quality Assurance Analyst

**Responsibilities:**

- User acceptance tested the CitiChecking application suites, part of the Citibank convergence development project, that encompassed CitiChecking, CitiCashManagement, and CitiTransfer.
- Performed parallel tests to compare new and existing systems and limit any potential business risk.
- Created, executed, and customized automated test scripts using WinRunner 6.02.
- Used Test Director to identify and report problems found during the test cycle.
- Provided feedback to the development team to illustrate problem areas and ensure timely problem resolution.

**Client: JP Morgan (Keane Inc.), New York, NY**

Title: Senior Quality Assurance Analyst

**Client: Trans Ocean Express Ltd., New York, NY**

Title: Accountant