

**Alexander R. Smiley**

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**OBJECTIVE**

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Receive an opportunity to contribute my exceptional work ethic, efficiency, and professional knowledge, while assisting in the development and growth of my community through service.

**ADMINISTRATIVE AND MANAGEMENT SKILLS**

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- Experienced with Access, Visual Basic, Alteryx, SAP Business Objects, and Excel, as well as other various softwares
- The ability to collaborate with individuals from a broad spectrum of backgrounds and positions
- Strong analytical and problem-solving capacity

**GENERAL EXPERIENCE**

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**JP Morgan Chase, Columbus, Ohio**

Business and Reporting Data Analyst (Mar 2020 – Present)

- Assisting in development, creation, and onboarding of intelligent automation team for line of business.
- Manage vendor relationship and day to day operations of destruction related services across US footprint
- Assist in development of sequel database as well as associated reports within SAP BO environment to replace previously created access databases
- Developed automated reports for various groups using Business Objects
- Collaborate with global partners to improve reporting and processes for associated services
- Spearheaded the utilization of Alteryx to program automated data cleaning solutions

**Iron Mountain, Columbus, Ohio (JP Morgan Chase)**

Outsourced – Records Analyst (July 2017 – Mar 2020)

- Active role in deployment/use of new request systems for secure destruction of materials
- Update and review process and procedure documentation for corporate publication
- Monthly analysis of service and fiscal data provided by vendors
- Designed/Implemented two access databases to consolidate and reconfigure large data files
- Audited 300+ corporate locations to overhaul services and eliminate unnecessary costs

**TEK Systems Inc., Columbus, Ohio (Ohio Attorney General’s Office)**

Tier 2 IT Contractor (Jan 2017 – June 2017)

- Tier 2 Technician involved in office wide rollout of new IT systems.
- Leadership role within peer group for transition from old systems to new.
- Managed associated data within SharePoint, Excel, and other applications

**Impac Exploration Services, Weatherford, OK**

Hydrocarbon Well Analyst, (July 2014 – Feb 2016)

- On-call twenty-four hours a day in case of emergency
- Maintained and communicated daily reports
- Supervised night analyst including review of work each day, communication of proper protocol, and on-site relations
- Requested by supervisor for highest priority jobs

**Managed Data and Systems Solutions, Ennis, Texas**

IT Consultant, (Dec 2011 - Aug 2013)

- Managed the IT infrastructure for roughly 12 small to medium size businesses
- Installation/Deployment of Desktop/Laptop workstations, Servers 2008 R2 and 2012, networked printers, virtual servers, and various non-standard peripheral devices
- Developed a new program using Access for car sales and company management
- Minor work with SharePoint, Access, and Excel inventory databases

**EDUCATION**

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Columbus State Community College, Columbus, Ohio

- AAS Electro-Mechanical Engineering Technology (In Progress)

Liberty University, Lynchburg, Virginia

- BS Interdisciplinary Studies

**REFERENCES**

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Nicholas Brefeld	JP Morgan Chase	(614) 312-4304
Jennifer Medvidick	JP Morgan Chase	(714) 943-6333

(Additional References Available Upon Request)

**OTHER**

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- 2021 Innovation All-Star Award (JPMC)
- Volunteer with Court Appointed Special Advocates (CASA) of Navarro County (2012-2022)