

DOUGLAS ELAN

555-123-4567

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EDUCATION: **University of Minnesota**, Minneapolis, MN
Bachelor of Arts, Political Science. Minor in Business Administration.
March 2007

PROFESSIONAL **Analyst Associates, Inc.** Minneapolis, MN

EXPERIENCE: Provides state-of-the-art automated text analysis products and services to business, government, and academic clients.

Project Manager (January 2010-Present)

Contracts Manager (September 2009-Present)

- Coordinated and maintained professional development records. Maintained professional development records for all staff.
- Developed and prepared company cash flow projections for senior management.
- Provided input in company wide financial and staffing decisions.
- Ensured compliance with all applicable City, County, State, and Federal regulations.
- Reviewed, approved, and reimbursed employee expense reports.

Analyst/Collections & Markup Supervisor (April 2008 – August 2009)

- Led conceptualization, development, and implementation of Automated Markup Instrument which decreased time to complete markup procedures by 40% and reduced production costs of profiles by 35%.
- Created, executed, and oversaw data collection plans, goals, operations, and time and cost projections.
- Managed a staff of 16 individuals ranging from more senior full time staff to part time college interns. Skills developed include: providing periodic employee reviews and development suggestions, budgeting and scheduling staff hours to make certain products were delivered consistently on time, continuously recruiting, evaluating and developing employees to ensure staffing remained at capacity and product delivery was not delayed.
- Instituted quality control procedures using primarily Microsoft Access queries to ensure data delivered is as accurate and error free as possible.
- Improved staff efficiency by assessing individual skill sets and strategically assigning tasks based on individual skills, interest, and accuracy.

Junior Analyst (May 2007 – April 2008)

- Constructed coding schemes using Access and Profiler Plus to automatically identify harmful and helpful language in large amounts of text.
- Assisted in developing a rule book used to train other analysts in identifying and analyzing harmful and helpful language.
- Collected, evaluated, coded, and organized sets of decisions world leaders made during their time in power. Used the decisions collected to investigate leaders' risk tolerance and propensity.

Administrative Analyst (January 2006 – May 2007)

- Conducted exhaustive collections of domestic and international, political and business leaders using internet resources such as LexisNexis, Dialog, and others.
- Analyzed, organized, and coded large amounts of text for input into Profiler Plus program.
- Demonstrated exceptional ability to think critically, through the process of marking up and coding documents.
- Developed the ability to quickly and accurately read, analyze, and summarize large amounts of information, while consistently meeting deadlines.
- Reinforced skills in Microsoft Office Suite through daily use of Excel and Word.