Kyle Burko

162 Oakley Drive E., Syracuse, NY 13205
(315) 256-2974 ● KWBurko@gmail.com
Portfolio: www.kylewburko.com

Data & Operations Specialist
Helping businesses automate workflows, improve profitability, and gain clarity from data

Specialize in diagnosing inefficient data systems, automating manual workflows, and restoring operational clarity in small-to-medium sized operations:

Data & BI	Automation	Business Ops.	Other
Microsoft SQL	Power Automate	Financial reporting	Client management
Power BI	VBA	Process improvement	Marketing Strategy
Tableau	SSIS	Inventory systems	
DAX			
Power Query			

Professional Experience:

Data Analyst and Manager
Hive Group - *McLean, VA (Remote)*   2024 - 2025
Current: FBI: Tier 2 Public Trust
- Audited and enhanced two D.O.D. dashboards in Tableau using data cleaning and user interface awareness
- Automated dataflows in Google Sheets leading to +50% time savings
- Reviewed federal Data Access Control (DAC) systems to ensure smooth functioning of permission systems
- Managed financial reporting for two D.O.D. programs

Business and Operations Manager
Counter Couture - *Hartsville, TN*   2023
- Led operational turnaround of a struggling construction business by building financial systems, inventory tracking and initiated outside sales leading to new revenue relationships
- Built and implemented financial and profitability statements for the first time in the business
- Built from scratch an inventory tool in Javascript to track and manage inventory automatically with live updates and emails for orders needed
- Initiated and built new business relationships with contractors and industry-adjacent businesses
- Created new digital and print media products to effectively market and sell the business in person or online

Data Analyst and BI Developer
T-Shaped Analytics - *Nashville, TN*   2022 - 2023
- Built multi-function dashboards in Microsoft Power BI tracking operational and customer metrics using bookmarks, derived metrics, calculated columns, DAX formulas, filter propagation, tooltips, buttons, slicers, and custom canvas backgrounds
- Built and implement process automations for various data transfer processes, including scheduled data emails, turning multi-hour processes into instant web flows and automations
- Write SQL queries and SQL stored procedures to extract, merge, load, and join data in various queries

- Create ETL processes in SQL Server Integration Services (SSIS) to create and move data from a database to a tabular model and then into Power Query
- Simplify, clean, and manipulate data from a raw form into a usable final form in Power Query

Marketing Associate / Client Manager

Benchmark International - *Nashville, TN* 2022
- Built marketing materials for business owners across varied industries, conducting research and demonstrated understanding of multiple markets
- Researched companies from various online sources to present businesses accurately from a financial, product, personnel, and legal perspective
- Independently managed a portfolio of 8 businesses, balancing multiple priorities, and handling sensitive conversations
- Blended creativity and data with strong marketing and presentation abilities to tell the stories of businesses seeking partnership

Senior Financial Analyst

Aspen Dental - *East Syracuse, NY* 2019 - 2020
- Streamlined and automated field reporting processes to reduce time spent on repetitive tasks by +90%
- Independently built a solution using SQL/Excel to solve a significant besetting problem in the finance department saving +10 hours of extraneous work and numerous errors every 3 months
- Demonstrated leadership in connecting siloed business departments to resolve unaddressed data problems
- Reduced a monthly reporting process from an 8 hour task to <5 minutes

Education:

Grove City College - *Grove City, PA* 2011 - 2015
Cum Laude: B.A. in Economics, B.S. in Finance