

# Kyle Burko

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**Skills Summary:** 8 years of experience in data analysis, process improvement, and automation, data warehousing, querying, visualization, and dashboarding, with a collaborative mindset, putting people first and upholding the values of integrity and ingenuity.

**Skills:** Excel, MySQL, Power BI, Tableau, Power Query, SSIS, Power Automate, VBA, Microsoft SQL Server Management Studio, Visual Studio, MicroStrategy BI, DAX Studio, PowerPoint, process automation, data warehousing, data querying, dashboards, and data visualization

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## Professional Experience:

### Business and Operations Manager

Counter Couture - *Hartsville, TN*

Sep 2023 – Dec 2023

- Performed multi-function business remedial services to turn around a struggling construction business
- Built and implemented financial and profitability statements for the first time in the business
- Built from scratch a Javascript inventory tool to track and manage inventory automatically with live updates and emails for orders needed
- Organized and held key business conversations with owner and relevant businesses to address issues and remedial actions for product, process, and people issues
- 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*

Nov 2022 – April 2023

- Build 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
- Build and implement process automations for various data transfer processes, including scheduled data emails, turning multi-hour processes into instant web flows and automations
- Write DAX queries in DAX Studio
- 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*

Feb 2022 – Sept 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

## **Treasurer**

Mission Syracuse

Mar 2021 – Jan 2022

- Volunteer role managing and executing all financial transactions and assist in financial decisions for a local ministry
- Provided input and approval on multiple projects and events in accordance within organization's financial ability

## **Senior Financial Analyst**

Aspen Dental - *East Syracuse, NY*

Aug 2019 – Jun 2020

- Streamlined and automated field reporting processes to reduce time by +50%
- Independently built a solution using SQL/Excel to solve a significant besetting problem in the finance department
- Demonstrated leadership in connecting siloed business departments to resolve unaddressed data problems
- Self-taught in SQL, Excel VBA, and Tableau to improve business processes and increase time in the day for higher-level analyses and projects

## **Financial Analyst**

Ratner Companies - *Vienna, VA*

Jan 2018 – Jul 2019

- Strategically provided ad hoc analyses and dashboards to deliver insight into company performance across multiple areas: Marketing, Finance, and Operations
- Compiled the first "People Metrics Scorecard" providing an up-to-date perspective of all salon professionals' performance across the East Coast (New England to Florida)
- Leveraged Excel and MicroStrategy software proficiently to gain greater awareness of the company's strengths, weaknesses, and areas of opportunity

## **Financial Analyst**

General Dynamics Information Technology - *Herndon, VA*

Aug 2016 – May 2017

- Executed monthly customer financial reports (deliverables) for each of the three programs in accordance with changing customer demands
- Forecasted costs for the programs with attention to ensuring funding coverage for the programs and notifying program management of potential cost overruns or other financial issues
- Gained experience using Oracle business systems, Oracle Hyperion, and MS Excel for data extraction, parsing, analysis, and forecasting

## **Associate**

StreetShares, Inc. - *Reston, VA*

Aug 2015 – Jul 2016

- Contributed to \$3.25MM+ in SMB loan originations by making 6,000+ phone calls to 1,500+ CEOs as part of a four-person sales/CRM team
- Communicated extensively with internal and external stakeholders of the company, gained extensive knowledge of Salesforce, and contributed to a quarter of 50% Q / Q growth for the company

## **Education:**

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**Grove City College** - *Grove City, PA*

- Cum Laude: B.A. in Economics, B.S. in Finance
- August 2011 to May 2015