

# NICK NEJADFARD

## CONTACT

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## KEY SKILLS

Analytics  
Presentations  
Tableau  
Excel  
Google Analytics  
Google Data Studio  
DataWrapper  
Data Visualization  
SQL  
Python  
Quality Assurance

## EDUCATION

**BBA – Bachelor of Business Administration**  
Kent State University

**ABA – Associate of Business Administration**  
Lorain Community College

**AA – Associate of Arts**  
Lorain Community College

## CERTIFICATES

**Data Analytics Immersion**  
CareerFoundry, 2023

## PROFESSIONAL SUMMARY

Business Analyst with competencies in Excel, SQL, Python, and Tableau. Background in business administration and quality control.

## PROJECTS

### PREPARING FOR INFLUENZA SEASON

- Calculated staffing needs for a national medical agency during the influenza season.
- Conducted analysis on CDC datasets to identify limitations and detect emerging trends.
- Developed a Tableau dashboard for effective distribution among stakeholders.
- Applications Used: Excel, Tableau

### INSTACART CUSTOMER ANALYSIS

- Utilized open-source data to perform a comparative analysis of customer trends based on region, age, income, and various demographic factors.
- Integrated and merged five datasets to interpret and analyze the data effectively.
- Applications Used: Python, Pandas, Matplotlib.

### ROCKBUSTER VIDEO RENTALS

- Utilized data cleaning techniques, performed joins, applied advanced filtering, utilized common table expressions, and employed subqueries to conduct in-depth data analysis.
- Created presentation visuals of SQL results.
- Applications Used: Postgre SQL, Tableau

## PROFESSIONAL EXPERIENCE

### BRANCH COMPLIANCE ANALYST

Cross Country Mortgage, Brecksville OH, 2021 - 2022

- Facilitated initial and annual Branch Audits as well as assisted with Branch Closures.
- Coordinated newly on-boarded branches audit workbook and collected audit material.
- Created electronic audit files and reports.
- Facilitated the scheduling of initial and annual on-site visits for Branch Auditor
- Communicated with branches to obtain pre-audit material.

- Internally communicated with departments to obtain audit documentation.
- Reviewed and organized audit information and documentation acquired.
- Maintained Branch Audit files by organizing components into final report in Adobe format.
- Maintained confidentiality of report findings.

### **UNDISCLOSED DEBT MONITORING ADMINISTRATOR**

Cross Country Mortgage, Brecksville OH, 2016 - 2021

- Uploaded batch reports to credit vendors daily to add/remove loans for debt monitoring.
- Reviewed reports from credit vendors each day for borrowers that have opened new credit or made new credit inquiries.
- Updated Loan Origination System with information received pertaining to new credit obligations or new credit inquiries.
- Sent notifications to the sales branch to inform them which borrowers have new obligations or inquiries.
- Added Underwriting conditions to Encompass to ensure that Underwriter, Processor, Sales, and Closing is aware of new obligations or inquiries.
- Collaborated with Closing, Underwriting, Sales, and Processing immediately when new debt or inquiries incurred between CTC and closing.
- Conducted periodic QC reviews to ensure loans closed with new credit obligation in DTI and/or appropriate documentation collected for new credit inquiries addressing no new debt obtained.

### **EXECUTIVE ASSISTANT / OFFICE MANAGER**

RG Barber Consultants, Cleveland OH, 2011-2013

- Handled incoming calls from multiple lines. Handled employee expense reports. Distributed mail, faxes, and packages. Stocked all fax machines, copiers and printers with paper and toner. Ordered Supplies. Created binder books for customers as needed.
- Updated customer list, employee directory, new hire paperwork. Organized all files. Greeted and signed in all guests and visitors. Distributed any backup laptops as needed. Conducted Random compliance check of all employee computers.
- Encrypted electronic files for every job exam. Created backups of all job exam files onto CD. Documented all exam files signed in or out. Filed all exam files and kept them locked in storage. Purged all files that have passed their expiration.

### **QUALITY CONTROL**

Strategic Materials Inc, Cleveland OH, 2004-2008

- Conducted daily testing of company products.
- Operated moisture, mesh size, metal, and ceramics testing equipment.
- Created written and verbal communication of test results to management and customers.