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SUMMARY

Senior-level data analyst with 7+ years across academic medical centers and higher education, specializing in Power BI dashboard development, ETL pipeline engineering, and institutional research analytics. Analyzing \$540M+ in research activity at the Miller School of Medicine. MS in Business Analytics, University of Miami.

EXPERIENCE

Data Analyst

University of Miami, Miller School of Medicine Office of the Dean

March 2025 - Present, Miami, Florida

- Developed a Research Dollar Density Power BI dashboard with 94 DAX measures analyzing \$540.6M in research funding across 358K assignable square feet, identifying 68.3K sq ft of optimizable space across 11 buildings and 27 departments.
- Engineered an ETL pipeline integrating 315,000+ records from NIH grant files, facilities inventory, and Workday HR data, resolving cross-system name variations to enable accurate faculty-level analysis across 280 active PIs.
- Built an institutional KPI system in Smartsheet tracking 48 metrics across Teaching, Research, and Operations, with automated assignment workflows for 15+ metric owners on quarterly and annual cycles.
- Designed and deployed a 105-question Qualtrics survey for the U.S. News Best Medical Schools submission, coordinating data collection across 7 senior administrators with variance flagging and multi-level verification.

Planning & Budget Analyst

Georgetown University, Georgetown College Finance Office

December 2021 - March 2023, Remote, USA

- Managed Georgetown College's annual budgeting cycle in Workday Adaptive Planning, overseeing \$96.7M in Compensation and \$52.7M in Non-Compensation budgets across nine departments.
- Processed 1,000+ detailed rows integrating FY23 Compensation and Non-Compensation data into Workday Adaptive Planning Detail Model and Personnel Costing Sheets, ensuring precision in financial allocations.
- Conducted cost evaluations including ADA compliance expenditures and institutional events using IBM Cognos Analytics, producing financial reporting that informed budget planning decisions for Georgetown College leadership across six years of historical data (FY17-FY22).

Business Operations Specialist

Georgetown University, Georgetown College Finance Office

June 2019 - November 2021, Remote, USA

- Oversaw financial transactions for 12 departments with \$53M in total operating expenses, ensuring compliance and accuracy.
- Developed Excel macros automating international Per Diem calculations and built Google Sheets trackers that reduced average honorarium payment processing to 7 business days.
- Served as Interim Business Manager for Georgetown Department of Economics during hiring moratorium, independently managing \$10.6M in operating expenses and preparing FY22 payroll and non-payroll budgets.

Project Coordinator

University of Miami, Department of Microbiology and Immunology

February 2018 - June 2019, Miami, FL

- Managed research administration for an NIH U54 International Research Consortium (\$2.5M in funding), coordinating with 18 researchers across four institutions in Argentina.
- Developed Java-programmed PDFs automating calculations for F&A rates, total amounts due, and remaining balances, increasing invoicing efficiency by 25%.
- Led bilingual stakeholder communications in English and Spanish, coordinating international travel logistics for visiting scholars and principal investigators across four countries.

PROJECT

Source Code Plain-English Explanation Tool

University of Miami • github.com/hihipy/decode-for-humans • April 2026 - Present

- Built Python desktop application that translates source code files into structured plain-English reports across 55 supported languages, reducing reliance on technical intermediaries during code review and compliance handoffs.

- Reduced code documentation time from hours of manual writing to under 60 seconds per file by automating report generation across 5 AI providers (Claude, ChatGPT, Gemini, Mistral, Groq) through a single unified interface.
- Engineered batch processing mode that decodes entire project folders in a single session, cutting a 10-file documentation project from a full day of manual writing to under 10 minutes with per-file token cost previews and real-time progress logging.

BRIMR NIH Funding Data Downloader

University of Miami · github.com/hihipy/brimr-downloader · January 2026 - Present

- Built Python GUI automating batch download of 19 years of NIH funding data from BRIMR.org, replacing 70+ manual file downloads per data year.
- Implemented Selenium browser automation with rule-based categorization across 150+ filename patterns into 9 organized folder categories.
- Generates timestamped audit log per session documenting every file downloaded, skipped, and failed for full institutional reproducibility.

Power BI Tabular Model Architecture Export Script

University of Miami · github.com/hihipy/pbi-model-export · August 2025 - Present

- Developed Tabular Editor C# script serializing complete Power BI model architecture to portable JSON including DAX measures, relationships, RLS roles, and partition queries across 451 lines of C# code.
- Applied across 2 production MSOM dashboards exporting 94 DAX measures, 10 tables, and 4 relationships into structured JSON enabling AI-assisted documentation, DAX dependency mapping, and model impact analysis.
- Reduced full model documentation from manual hours to a single automated script execution, generating LLM-ready JSON output covering 100% of model architecture including hidden objects and partition M queries.

EDUCATION

Master of Science, Business Analytics

University of Miami · Coral Gables, FL · 2024 · 3.70 GPA

Master of Arts, International Administration

University of Miami · Coral Gables, FL · 2016 · 3.58 GPA

Bachelor of Arts, History

Minor in Education · University of Miami · Coral Gables, FL · 2014 · 3.38 GPA in Major

CERTIFICATIONS

SQL Associate Certificate

DataCamp · 2024

Data Science Certificate

Georgetown University · 2023

Financial Management Certificate

eCornell · 2018

SKILLS

Programming Languages: C#, Java, PySpark, Python, R, SQL, VBA

Data Visualization: ggplot2, Matplotlib, Plotly, Power BI (DAX), Seaborn, Tableau

Developer Tools: Bash, Docker, Git, LaTeX, Markdown, Quarto, Tabular Editor 2

Libraries: Keras, numpy, pandas, Scikit-learn, Selenium, TensorFlow

Software: Databricks, IBM Cognos Analytics, Microsoft 365 (Excel, Power Query), Power Automate, Qualtrics, Smartsheet, Workday, Workday Adaptive Planning

Languages: English (Native), Spanish (Native), Catalan (Intermediate)
