**Sharon E. Chevannes**

Springfield, MA

Email: sharnc@comcast.net

**Summary of Skills:**

* Knowledge of investment products and operations
* Demonstrated ability to work independently with minimal guidance, manage multiple projects and meet deadlines
* Superior written and verbal communication skills
* Excellent interpersonal skills; strong team player and able to build strong client relationships amongst all levels of the organization
* Proficient with MS Office, particularly Excel, Word, Outlook and PowerPoint
* Experience in SQL and WebFocus
* Exceptional Administrative Assistant skills and experience

**Work Experience:**

*Data Management Analyst – June 2002 to May 2017*

Barings Asset Management (Formerly Babson Capital Management) – Springfield, MA

*Ongoing Data Quality Maintenance:*

* Review, and maintain reconciliation reports and data edits
* Work with data owners to correct data errors and identify necessary workflow and/or systems changes
* Notify downstream users of data issues, impacts of the issues and upcoming changes
* Respond to data issues that arise by researching, understanding causes of problems and possible corrective action and developing short-term and long-term solutions

*Business Owners of the Data Warehouse, Operational Data Store and Supporting Applications:*

* Identify impacts of changes to data owners and downstream users
* Specify, test and signoff on related systems changes
* Coordinate and approve structure and data changes to the enterprise metadata tables
* Maintain business data dictionaries for the data warehouse and enterprise metadata tables
* Document changes to operational workflow impacting enterprise data and changes to business rules applicable to enterprise data.
* Ensure enterprise data quality decisions are followed

*Project Work:*

* Participate on project teams with Systems, Operations and other data users and owners to identify project dependencies, impacts to data quality, workflow and control requirements.

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**Work Experience (*Cont’d.):***

*Executive Assistant – March 2000 to June 2002*

Mass Mutual Life Insurance Company – Springfield, MA

Provided executive level administrative support to the Managing Director of the Fixed Income Investment Department which included managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that was sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

*Administrative Assistant – January 1993 to February 2000*

Peter Pan Bus Lines

Provided high level administrative support to the Vice President of Customer Service which included maintaining executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel; welcoming guests and customers by greeting them, in person or on the telephone; answering or directing inquiries; composing, preparing, editing, and distributing correspondence and other department documents; resolving daily customer issues within my scope of responsibility and gathering pertinent information before enlisting help from supervisor on other inquiries.

**Education:**

Certificate in Office Administration - Morse School of Business

**References**

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