Samuel M. Lettie

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EXPERIENCE

NATIONAL PHILANTHROPIC TRUST, Philadelphia, PA   February 2022 – Present
Business Analyst, Business Systems
- Assess operational efficiency and assisted with internal software implementation to improve business processes for national grantmaking organization and public charity
- Perform stakeholder analysis, analyzed data points and mapped UI/user experience for development team
- Collaborate with quality assurance team to perform user acceptance testing prior to launch
- Act as primary lead on implementation of cryptocurrency API platform using GivingBlock
- Utilize Google Analytics to track engagement for marketing campaign and reported metrics to leadership team

THE AD COUNCIL, New York, NY
Data Analyst, Salesforce Database Integration   March 2022 – August 2022
- Contracted to lead Salesforce migration project for 50K+ account relationships for non-profit media organization
- Performed hierarchical data mapping using 5+ sources and consulted with team on backend data storage
- Collaborated with development team to oversee quality assurance, UAT and migration to final production

GL DRAFTING, Newfield, NJ
Founder & CEO   February 2021 – December 2022
- Founded start-up drafting brokerage company focused on sourcing drafting elements and CAD designs for architectural and design industries
- Developed novel technological infrastructure, fileservers, and created company website to promote services
- Managed operations; communicated with clients, tracked finances and performed operational oversight and training for 5+ contract employees
- Met with investors and sold equity in corporation to pursue MBA

SUFFOLK CONSTRUCTION, New York, NY
Special Projects & Assistant to COO   March 2020 – January 2021
- Completed data analysis and dashboard using SQL, Tableau, R and Excel for national construction company

Intern, Project Management   May 2019 – March 2020
- Developed interactive tool in Excel that automatically tracked logistics and generated data dashboards for real estate investor team

ADVANCE PUBLICATIONS, New York, NY
Business Technology Specialist   December 2018 – February 2019
- Contracted to lead team of 4 IT specialists to migrate legal department to new technology, installed batch files and programmed computers, advised leadership on purchasing

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA
Bachelor of Business Administration   Graduation: May 2023
Dual Major: Management Information Systems, Entrepreneurship & Innovation
Honors: Dean's List, Fall 2018 – Fall 2020

SKILLS

Software: Salesforce, Photoshop, Illustrator, Jira, AWS:S3, EC2, Visual Studio code, AutoCad, WordPress, XCode
Technical Languages: HTML, JavaScript, Python
Data Analysis: R, Excel, Excel Macro, Google Analytics, SQL, Tableau, Google Ads editor

ACTIVITIES

Guest Speaker - Effects of trauma, Psychology Department, Rutgers University   November 2017 – May 2020
Founder & President, Ridge Student Wellness Program   August 2017 – May 2019