

Talia Rivera Matos

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DATA ANALYTICS

Process Focused | Collaborator | Detail oriented | Team player | Results oriented | Problem solving

Business professional with experience in fast-paced corporate environments committed to customer success. Highly organized, process oriented, and resourceful in planning and completing projects. Able to multi-task effectively. Regarded as trustworthy, ethical, and discreet. Fully bilingual English and Spanish.

CORE COMPETENCIES

- Business/Data Analysis
- MS Excel & PowerBI
- Project Scheduling
- Process Design & Documentation
- Alteryx Designer
- Metrics Reporting
- Document Management
- Training
- Design and Critical Thinking

PROFESSIONAL EXPERIENCE

MACOSS GROUP, Guaynabo PR

APR 2022 – DEC 2024

Finance Gross Admin

Data Analytics role for Johnson & Johnson, supporting world-wide MedTech organizations with data consolidation, reporting and analysis for the Finance Organization. All tasks and projects were completed for the benefit of three J&J Franchises: Ethicon, Cardiovascular & Specialty Solutions (CSS) and DePuy Synthes.

- Update and maintenance of world-wide inventory destructions reports across organizations.
- Design, implementation, and maintenance of processes and procedures for data collection, consolidation, analysis and reporting for world-wide inventory positions in preparation for quarterly reviews.
 - Processes were also completed monthly for other reporting groups within Ethicon and CSS companies.

CITRIX SYSTEMS, Guaynabo PR

JUL 2012 – DEC 2021

Senior Analyst / Release Management (2021)

Served in supporting role during a Consulting Services Portfolio improvement program, as Business Operations partner to ensure alignment between processes and back-end operations teams.

- Trained team members in new processes and procedures, including updated processes to impacted teams which resulted in seamless integration of changes into daily operations.

Analyst / Business Planning & Operations (2018 – 2021)

Worked closely with Business, Finance and Revenue Operations teams for analysis of financial statements and metrics tracking, as well as customer profitability reporting.

- Created and maintained contract revenue and cost tracking processes, supporting operations teams for end-of-quarter KPI reporting using Excel Data Analysis Expressions (DAX).

ADDITIONAL RELATED EXPERIENCE

CITRIX SYSTEMS, Guaynabo PR Consultant / Business Process Management	2012 – 2018
KNOWLITY CORPORATION, San Juan, PR Quality Assurance	2011 - 2012
DONATO DESIGN AND DEVELOPMENT, Bayamón, PR Assistant Project Management	2006 – 2010

EDUCATION

Master of Business Administration (MBA)

Operations Management, School of Business Administration
University of Puerto Rico, San Juan, PR

Bachelor of Arts (BA)

Environmental Design, School of Architecture
University of Puerto Rico, San Juan, PR

PROFESSIONAL DEVELOPMENT

Valuation and Appraisal

Education towards the State Authorized Professional Appraiser
(Pending final test to complete qualification for State License)

Self-Study at Udemy.com

Data Modeling and Analysis, Advanced MS Excel, PowerBI Desktop,
Finance and Accounting, Entrepreneurship, Alteryx Designer,
Real Estate Asset Management

Other Methodologies Certificates

Kepner-Tregoe Foundations, Lean IT Foundations

Self-Study at Pluralsight.com

Agile Project Management

Project Management at Polytechnic University of Puerto Rico

Project Management Methodology; 60-hour Project Management Institute course

Information Technology Infrastructure Library

ITIL Foundations Certificate in IT Service Management
ITIL Practitioner Certificates in Service Operations, Service Transition and Service Improvement