

# Adam Surette

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## OBJECTIVE

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I am a dedicated and analytical professional excited to bring my problem-solving skills into a Data Analyst role, with hands-on experience in data collection, organization, and reporting from field operations.

## SKILLS

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- Data Analytics
- Collaboration and team Leadership
- Database Management
- Data Visualization
- Python
- SQL
- BI Dashboarding Tools
- Technical Troubleshooting

## EXPERIENCE

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### ***Boston Center For Independent Living • Boston MA • PCA Administrative Specialist (Temporary Coverage) (01/2025) - Present***

- Correspond with healthcare providers to verify and update consumer information.
- Maintain accurate and detailed records that saves 1-2 hours per day of additional research.
- Ensure compliance with privacy regulations for insurance, social security, contact, and healthcare data
- Facilitate the completion of required documentation, and update the database with detailed consumer profiles.

### ***Boston Center For Independent Living • Boston MA • Healthcare Data Wrangling (12/2024) - Present***

- Utilize a proprietary database management system to organize and prepare healthcare consumer data for seamless transfer into a larger, integrated database.
- Identify, clean, and merge duplicate records, ensuring 100% data integrity and preservation of critical consumer information.

### ***Private Consulting • Remote • Web Developer (01/2024) - Present***

- Automated data cleaning and manipulation to increase productivity, reduce manual effort, and streamline delivery. Successfully reduced a two-hour manual process to just 35 seconds.
- Developed interactive dashboards to communicate trends and extract insight.
- Designed and developed 3 responsive websites using HTML and CSS.
- Built Python-based applications to meet client requirements, with a focus on functionality.
- Collaborated with clients to define project goals and deliver tailored solutions.
- Enhanced client branding and online presence through design and effective SEO practices.

### ***Lake Superior Consulting • Pittsburgh PA • Cathodic Protection Technician (10/2020) - (10/2023)***

- Led data-driven gas pipeline projects in field operation with up to 5 technicians.
- Built single project datasets with detailed descriptions and separately drawn diagrams to decrease resurvey time by up to 50% and increase accuracy to 100%.
- Produced detailed reports to enhance project transparency, inform decision making, and improved client communication.
- Managed data organization using SharePoint, ensuring datasets were accurately cataloged daily and easily accessible for analysis and reporting to streamline workflows for internal teams and clients.
- Collaborated with cross-functional teams and external vendors to troubleshoot and resolve technical and data-related issues, minimizing project disruptions and ensuring timely results.

## EDUCATION AND CERTIFICATIONS

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***Salem State University, Salem MA • Geology w/ Computer Science***  
***IBM Data Analyst • Data Analytics, Python, SQL, AI, BI tools***  
***OSHA • 10H General Industry Safety and Health***

*Graduation Year (2020)*  
*(2024)*