

Alexis Davis, MBA | Management Analyst

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PROFESSIONAL SUMMARY

Federal financial management and data analytics professional with an MBA and Bachelor's degree in Finance and experience supporting healthcare programs within the U.S. Department of Health & Human Services. Experienced in financial and operational analysis, data visualization, process improvement, compliance reviews, stakeholder engagement, reporting, and development of actionable recommendations for management. Skilled at analyzing complex quantitative and qualitative information, identifying trends and operational risks, improving business processes, and translating findings into clear reports and presentations. Proficient in Microsoft Excel, Power BI, Tableau, SQL, and enterprise reporting systems, with a strong foundation in federal program operations and financial management.

EDUCATION

Masters of Business Administration (MBA) | Claflin University | GPA: 3.7

B.S. Finance | Harris-Stowe State University | GPA: 3.4

PROFESSIONAL EXPERIENCE

Management Analyst | U.S. Department of Health & Human Services (HRSA) | Remote

Nov 2023 – Sept 2025

- Performed quantitative and qualitative analysis of program performance, financial data, operational outcomes, and workforce program activities supporting nationwide federal healthcare initiatives.
- Analyzed large datasets using Microsoft Excel, including PivotTables and VLOOKUP, to identify trends, variances, data discrepancies, compliance concerns, and operational risks for management review.
- Supported financial and program management activities by analyzing performance information and developing data-driven recommendations to improve operational efficiency and resource utilization.
- Conducted compliance reviews and evaluated program activities against federal regulations, policies, procedures, and program requirements.
- Developed detailed reports, presentations, analytical summaries, and other management deliverables translating complex data into actionable findings and recommendations.
- Maintained data integrity across multiple databases and ERP platforms, supporting accurate reporting, reconciliation activities, and management decision-making.
- Collaborated with cross-functional stakeholders to identify operational challenges, evaluate existing processes, and implement improvements that strengthened reporting accuracy and program effectiveness.
- Supported project and program activities by coordinating deliverables, monitoring progress, communicating with stakeholders, and addressing issues affecting timelines and outcomes.
- Researched policies, procedures, program requirements, and operational data to identify solutions to complex issues and support leadership decisions.
- Applied analytical and problem-solving methodologies to evaluate program performance and recommend process improvements within a highly regulated federal healthcare environment.

Accountant | Blue Cross Blue Shield | Columbia, SC

Aug 2023 – Nov 2023

- Performed financial research and analysis using financial reporting systems, general ledger records, and supporting documentation to identify overpayments, misapplied funds, discrepancies, and other accounting issues.
- Conducted account reconciliations and analyzed financial activity to ensure accuracy, completeness, and proper classification of transactions.
- Prepared financial analyses related to refunds, invoices, recoupments, adjustments, cash disbursements, deposits, check voids and reissues, disputes, and other accounting activities.
- Prepared and posted daily, weekly, and monthly journal entries and revenue summary reports supporting month-end close and financial reporting.
- Monitored financial systems, tracked funds, balanced accounts, and maintained accurate financial records in accordance with established accounting procedures and internal controls.
- Researched discrepancies, resolved routine financial issues, and escalated complex matters to appropriate stakeholders.
- Supported accurate and timely financial reporting by reviewing source documentation, validating data, and maintaining organized accounting records.

Outreach Coordinator | Claflin University (AmeriCorps VISTA Contractor)

Mar 2022 – Mar 2023

- Coordinated multiple community engagement, program improvement, and organizational initiatives involving leadership, staff, external stakeholders, and community partners.

- Managed project schedules, timelines, documentation, stakeholder communications, and reporting requirements across multiple concurrent initiatives.
- Developed performance reports, presentations, and analytical materials used to evaluate program effectiveness and support strategic planning and resource discussions.
- Analyzed program performance data to identify opportunities for process improvement and stakeholder engagement.
- Contributed to a 25% increase in retention and 15% increase in engagement through successful project execution and process improvements.
- Facilitated cross-functional collaboration among leadership, staff, and external stakeholders to establish priorities, address challenges, and achieve project objectives.
- Prepared clear written and visual communications for diverse audiences and supported implementation of organizational improvements.

Securities Operations Specialist | Wells Fargo Advisors (Temporary) | Remote

May 2021 – Mar 2022

- Conducted compliance reviews and auditing activities for more than 100 financial accounts daily, ensuring accuracy and adherence to internal controls and operational requirements.
- Analyzed account activity and financial data using Excel-based reporting tools to identify discrepancies, monitor trends, and support operational decision-making.
- Prepared executive-level documentation and financial account reviews requiring detailed research, data validation, and accurate presentation of findings.
- Processed account maintenance requests and investigated escalated operational issues while maintaining strict confidentiality and documentation standards.
- Collaborated with internal teams to resolve account issues, obtain supporting information, and maintain accurate customer records.
- Managed multiple priorities in a highly regulated financial environment while consistently meeting accuracy and productivity expectations.

Teller | U.S. Bank | St. Louis, MO

May 2019 – Feb 2021

- Processed high-volume financial transactions exceeding \$25,000 daily while maintaining strict accuracy, security, and internal control standards.
- Conducted transaction research and account servicing while identifying and resolving discrepancies.
- Maintained compliance with banking regulations, policies, procedures, and audit requirements.
- Analyzed customer account activity and communicated financial information clearly while protecting confidential information.
- Managed competing customer and operational priorities in a fast-paced financial environment.

CORE COMPETENCIES

Federal Financial Management • Financial Analysis • Budget & Financial Reporting • Data Analytics • Process Improvement • Business Process Transformation • Requirements Analysis • Stakeholder Engagement • Program Management • Performance Analysis • Compliance & Internal Controls • Risk Assessment • Data Visualization • Executive Reporting • Project Coordination • Process Documentation • Change Management • Microsoft Excel • Power BI • Tableau • SQL • Microsoft PowerPoint • Microsoft Word

TECHNICAL SKILLS

Financial & Business Analysis: Financial Analysis, Budget Tracking, Forecasting, Variance Analysis, Financial Reporting, Reconciliation, Performance Analysis, Internal Controls, Risk Assessment

Data & Visualization: Microsoft Excel (PivotTables, VLOOKUP, Reporting), Power BI, Tableau, SQL, Data Visualization, Data Reporting, Data Integrity, Large Dataset Analysis

Consulting & Transformation: Process Improvement, Business Process Analysis, Requirements Gathering, Workflow Optimization, Project Coordination, Stakeholder Engagement, Change Management, Process Documentation, Problem Solving

Microsoft Office: Microsoft 365, Word, Excel, PowerPoint, Outlook