

# Vicki K. Boykis

<http://www.vickiboykis.com> | [vicki.boykis@gmail.com](mailto:vicki.boykis@gmail.com)

## SUMMARY

Consultant with 4 years' experience in data analysis (Access, Excel, SAS) and presenting results to internal and external clients, most recently as a project manager combining a variety of data formats to update a large education client's five-year IT strategic plan. Background in economic and IT consulting. B.S. Economics. Starting M.A. in Economics at Temple in September.

## EXPERIENCE

### **Project Manager** **10/10-present** **Education Client (via Worldgate, LLC) Philadelphia, PA**

Tasked by senior IT staff with update of the five-year comprehensive Information Technology Strategic Plan, including:

- Surveying 20 other school districts on over 15 key IT metrics and incorporating resulting into plan
- Creating and executing skills assessment document in Excel for over 70 positions across 2 departments
- Interviewing over 20 key managerial staff and transcribing interviews into a complete written report
- Assisting with day-to-day department planning including assessing potential project management software and presenting findings to management, and revising department process flow diagrams in Visio

### **Consulting Analyst and Product Manager** **10/08-10/10** **IHS Global Insight, Washington, DC**

Product manager responsible for data analysis, client support, and documentation of an OLAP-based global trade database with 3 million data points, 17 trade concepts, and a top-down bottom-up trade forecast delivered to international clients on a quarterly basis.

- Worked with international trade data structures to update forecast model through Access SQL queries and acquired new international trade data from sources such as the UN COMTRADE
- Researched and wrote world trade forecast economic analysis for trade press (*American Shipper*) and quarterly external client reports
- Performed with quality control of forecast data and helped transition and document forecast process from proprietary software to series of SAS programs and Access queries
- Communicated product and forecast changes to over 100 internal and external clients

### **Consulting Associate** **11/07-10/08** **IHS Global Insight, Washington, DC**

- Worked on data analysis and delivery of 3 consulting projects on-time and on-budget using SAS, Access, and Word for clients in the US transportation sector
- Led a 6-member team in an 8-stage study of global financial systems for the Russian Ministry of Finances and to deliver 5 key reports within project budget and time specifications

## TECHNICAL SKILLS

### **Statistical:**

BASE SAS 9, SAS Enterprise Guide, EViews 6.0, ArcGIS,

### **Office:**

MS Office: Word, Excel (VBA and stats addins), Powerpoint, Access (and SQL queries), Visio

### **Web:**

CMS, Sharepoint, (X)HTML, CSS, Wordpress 3.0, FTP, Google Analytics, Social Media, RSS, mySQL,

### **Other:**

Adobe Photoshop, Adobe Illustrator

## Operating Systems

Windows 7, MacOS X

## Languages

Fluent: Russian, Hebrew  
Rudimentary: Arabic

## EDUCATION

Pennsylvania State University, 2007  
BS Summa Cum Laude in Economics with Honors in Economics  
Minor in Hebrew

Thesis in Economics "The Impact of the Fall of the Soviet Union on the Russian Oil Industry"  
<http://www.vickiboykis.com/Thesis.pdf>