
EDISCOVERY ANALYST RESUME

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Career Goal:

A talented eDiscovery Analyst seeking to work in a friendly environment where I can freely contribute my skills in DBMS, TCP/IP and ERP software

Technical Skills:

Good knowledge of analytical methods:

- Clustering
- Email threading
- Assisted review

Panoptic knowledge of scripting tools:

- PHP coder
- MySQL

Cognitively expert in data platforms:

- Teradata
- Oracle
- Netezza

Adept in email clients:

- Lotus Notes
- MS Exchange

Exceptionally skilled in non-traditional data platforms:

- Hadoop
- Riak
- Cassandra

Expertise in data processing devices:

- Server images
- Email PSTs
- Network drives

Quick and excellent in software products:

- Quark Express
- SQL Navigator
- Norton Ghost

Immense abilities to:

- Manage permissions and design electronic circuits software
- Implement OLAP software and configure electronic discovery technologies

Relevant Experience:

eDiscovery Analyst
Iris Data Services
January 2012 – Present
Newport News, VA

- Supported data collection projects and EDRM workflows.
- Participated in ESI collection and inventory activities by standard workflows.
- Formulated and executed production specifications as per established standards.
- Maintained electronic data documentation by processing information requests.
- Conducted forensic data collections for internal investigations.
- Prepared and maintained email data sources including Active Directory and Exmerge.
- Created and modified Remedy cases along with data retrieval.
- Implemented backup procedures of network shares.

eDiscovery Analyst
Knowledgent Group Inc.
November 2010 – January 2012
New York, NY

- Participated in processing of client data sources in various file formats.
- Implemented quality control processes for data extraction and images.
- Provided assistance for tracking of media applications with database technology.
- Prepared and maintained custom media reports.
- Utilized Forensic application for conducting data restoration.
- Maintained detailed documentation of file transfers and shipment processes.
- Conducted detailed research for resolution of data filtering issues.
- Developed and maintained databases, load files and review repositories.

Educational Background:

Master's Degree in Computer Science
East Tennessee State University
August 2008 – May 2010
Johnson City, TN

Professional Certification:

EnCase Certified eDiscovery Practitioner (EnCEP) July 2010

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