**Elden J. Vaccaro**

2917 Counts Lane

New Haven, CT 06511

Phone: 860-208-0486

Email: elvaccaro@anymail.com

**Career Objective:**

To work as a data management analyst with a leading chain of restaurant and handle the documentation management for multiple operations carried out by the facility for customers.

**Summary of Skills:**

* Excellent knowledge of restaurant business and customer service
* Strong customer service and leadership skills
* Detail-oriented, organized, and honest individual
* Superior written and verbal communication skills
* Ability to coordinate with personnel across the departments
* Remarkable technical and problem-solving skills

**Work Experience:**

Data Management Analyst

Circle Hotel, New Haven, CT

October 2013 - Present

* Reviewing data and working on implementation of database management system
* Feeding inventory, sales and expenses, maintenance, and menu detail into the system
* Coordinating with personnel of various departments and maintaining relationships with customers
* Planning and following continuous improvement to the database system
* Analyzing data collecting and distribution procedure and ensuring protection
* Providing advisory and technical support to the management

Data Management Analyst

Golden Hotel, New Haven, CT

April 2012 - September 2013

* Set the standards, principles and procedures for analyzing the business data effectively
* Drafted and presented policies to top-level management and sought approvals
* Developed data retention plans, debugging techniques and alternate management strategies for maintaining the data safely
* Analyzed current data management procedures in practice and suggested ways for automating the process
* Evaluated collected data against the requirements in terms of quality, quantity, facts, content, etc. and ensured compliance between the two
* Planned, managed, and supervised all data management operations of the organization

**Education:**

* Bachelor's Degree in Computer Science  
  New Haven University, New Haven, CT  
  2011

**Reference:**

On request.