

Thomas Zucker-Scharff

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A Senior IT professional with extensive knowledge of operating systems. Experience working on projects with a wide variety of staff, administrators, grant writers, academics, and other stakeholders; supporting ongoing grant programs. Strong communication skills and a collaborative approach to ongoing challenges.

WORK EXPERIENCE

**Senior Data Analyst | ALBERT EINSTEIN COLLEGE OF MEDICINE / MONTEFIORE EINSTEIN
COMPREHENSIVE CANCER CENTER** **1992 – 2023**

The Montefiore Einstein Comprehensive Cancer Center (MECCC) is comprised of member units including research labs, clinical care facilities, clinical caregivers, post-doctoral fellows, graduate students, and scientific shared facilities. MECCC members number 200+, many of whose staff relied on the Cancer Center for their computing and administrative needs, bringing the numbers served by its single Senior Data Analyst to over 2,500 individuals. A major responsibility was designing and maintaining an historical and up-to-date database used to compile reports for the National Cancer Institute (NCI) of the National Institutes of Health, and other reports as needed.

SELECT RESPONSIBILITIES:

Training

- Developed and posted video tutorials for training purposes (Camtasia Studio and Adobe Premier Pro)
- Wrote and augmented technical documentation required to use equipment and applications, including Standard Operating Procedures (SOPs) for reference managing software (EndNote)
- Created and presented a course on compliance with the NIH Public Access Policy

Data Visualization

- Created, designed, published, and maintained dashboards in Microsoft Power BI
- Deployed Power BI dashboard for administrative use for National Cancer Institute (NCI), part of the National Institutes of Health (NIH); also used at NCI site visit

Databases

- Managed centralized cumulative/comprehensive database of publications of all Cancer Center Members
- Created and Maintained Centralized Members Database in MS Access

Backup/Recovery

- Anticipated, created, and implemented several backup/recovery plans to reduce downtime or loss of data due to network failures, malware issues, etc.
- Maintained digital memory viability

Grant application databases

- Used SharePoint to edit and update Grant applications with a bookmarked guideline on what to update for each person

SELECT CERTIFICATIONS

Microsoft Certified: Power BI Data Analyst; ITIL Service Manager Foundation v3 (ITILv3); Lean Six Sigma White belt (LSSWB); IT Security Concepts: Core

EDUCATION

Northeastern University (Boston-Bouvé College) Elementary Education / Computer Science (created computer science minor for Education majors), Boston, Massachusetts; Bachelor of Science degree

PROFESSIONAL MEMBERSHIPS

Association for Computing Machinery (ACM) – NY Metro Chapter; formerly Association of Information Technology Professionals (AITP) - Long Island/Manhattan Chapter

COMMUNITY SERVICE

New York Botanical Garden, Bronx, NY: Citizen Scientist Program, part of the National Phenology Program , and Tour Guide

Larchmont Temple, Larchmont, NY: Brotherhood Board; Brotherhood Executive Board; Formerly - Webmaster; Youth Board President; Executive Board; Nominating Committee Chair

Experts Exchange: Page Editor, Solution Guide and “Expert”

Experts Exchange is an online collaborative community of technology professionals, which facilitates collaboration, learning, and problem solving through conversations and content in more than 230 technology topics.

References available upon request