**Levine Ruskin**

[levsheki.ba@gmail.com](mailto:levsheki.ba@gmail.com) | 631-220-1027/ [linkedin.com/ruskinlevine](http://linkedin.com/ruskinlevine)

**SUMMARY:**

An analytical thinker who can come up with innovative business solutions to meet a company’s strategic, tactical, and operational requirements. Passion for analysis and problem solving and possesses extensive skills in using a wide range of data analysis and project management tools and techniques. Good communicator, able to strengthen relationships with peers and senior leadership, build consensus, and elicit clear decisions from clients and all levels of stakeholders.

**EXPERTISE:**

Scrum/Agile techs | Cloud Computing | Strategic Planning | Risk Analysis | End to End Service Delivery | Project Management | Vendor Management | Business Process Improvement | User Acceptance Testing | Requirements Gathering | Data Mining | Data Modeling | Data Visualization | Dashboard/Report, Design and Development | Product Management

**SKILLS AND TOOLS:** Python, SQL, MS Access, Advanced Excel, PowerPoint, MS Project, MS Visio, Microsoft Power BI, Tableau, Wrike, SharePoint, SPSS, Jira, Confluence, Trello, Asana, Rational Rose, Rational RequisitePro, Balsamiq, Axure RP, Adobe XD, Adobe Photoshop, Illustrator, Dreamweaver, Page-maker, Google Analytics.

**CERTIFICATIONS:**

Certified Scrum Master (CSM)

AWS Certified Cloud Practitioner (AWS CCP)

Professional Scrum Product Owner (PSPO)

Certification of Competency in Business Analysis (LinkedIn Learning)

**EDUCATION:**

**Master of Science in Information Systems Engineering & Management** **Expected**  **Dec 2021**

Harrisburg University, PA

**Master of Science in Organizational Leadership Dec 2018**

Nyack College, Rockland, NY

**Bachelor of Arts in English Language and Literature** **Dec 2016**

Concordia College, Bronxville, NY

**PROFESSIONAL EXPERIENCE:**

**AWS Partnership Coordinator May 2019-Mar. 2020**

**ThreatModeler Software Inc., Jersey City, NJ**

* Evangelized product vision to key stakeholders (professional services firms and resellers) through customer research, exploration of roadmaps, offerings, use cases, incentives, and areas of joint opportunities.
* Performed in-depth analyses on market trends and executed new strategies using data insights leading to significant increase in customer engagement.
* Collaborated with Product Owners, Project Managers, Subject Matter Experts to elicit business requirements.
* Developed user stories, functional/non-functional specifications and participated in key meetings with clients including requirement sessions, system demos, user acceptance testing, and end user training qualifications.
* Coordinated and shared the facilitation of daily stand-up, retrospective, backlog grooming and iteration planning meetings.
* Effectively leveraged CRM systems and other analytic tools to manage a pipeline of opportunities to help drive the buying process.
* Raised marketing development funds ($15,000) from AWS for new product features and events.

**Program Manager Nov. 2017-May 2018**

**Nyack College Writing Center, Rockland, NY**

* Led the planning, designing, and development of creative events and programs on campus.
* Optimized data collection procedures to improve system efficiencies and delegate tasks accordingly.
* Mitigated errors in scheduling; introduced a feedback system that helped minimize delays & ensured effective academic support.
* Initiated budget forecast analysis, generated variance reports and ad-hoc reports for management for review.
* Created presentations to analyze operational procedures and provided statistical reports of student usage.
* Managed writing consultants, co-created staff development plan and training material to help with the onboarding and training of new consultants.

**Marketing Coordinator/Inside Sales Jan 2017 – Sep 2017**

**The Great American Title Agency, Inc., White Plains, NY**

* Coordinated Continuing Legal Education (CLE) for lawyers; engaged with clients of all levels and developed a database of valuable customer information.
* Liaised between procurement groups, business and customers to support escalation, service delivery issues; and assisted the sales team in the successful closing of several million-dollar real estate opportunities.
* Implemented new initiatives in an effort to achieve a “paperless” office which led to cost savings and easier accessibility.
* Trained staff on company-customized applications and verified that data documented within internal software systems is entered accurately.
* Performed SWOT analysis for strategic planning and understanding of business plans of competitors and of the industry in general.
* Designed new corporate marketing materials and helped revamp the company’s webpage which increased web traffic.
* Coordinated change management projects through status meetings, weekly reports, identifying risks, and tracking issues.

**HONORS, ACHIEVEMENTS AND LEADERSHIP ROLES**

* Recipient, Concordia College Academic Scholarship ($15,000)
* Academic Life Senator (Concordia)
* International Ambassador for incoming freshman students from 30+ nationalities (Concordia)
* Social Chairman at Theta Zeta Upsilon Sorority (Concordia)
* Young Scientist Award by Kumari Arrivial Peravai (KAP), India.

**LANGUAGES:** Fluent in English and Tamil, beginner in French

**VOLUNTEER ACTIVITIES:**

* Mentor at King’s Pathway program for English as Second Language(ESL) students.
* Math mentor for academically challenged students at Concordia College.
* Volunteer for awareness programs on AIDS, blood donation, and environmental clean-up programs (India).
* Volunteer for National Conference on Gender Perspectives and Women’s Empowerment (India).
* Active member of the Homeless Runs at Concordia College.
* Crew member of Annual College Theatre Production, festivities and cultural programs at Women’s Christian College (India).
* Organized a field trip for 50 college students to raise awareness on sustainable living and eco consciousness (India).

**HOBBIES:** Badminton, Painting, Singing, Reading and Traveling.