

Jan M. Kortenkamp

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EDUCATION & CERTIFICATES

SQL for Data Science Certificate, University of California, Davis	10/25
SAP Business Analyst Certificate, SAP	08/25
Baruch College, Zicklin School of Business New York, NY <i>MS in Information Systems – Data Analytics</i> GPA: 3.6	12/24
• <i>Coursework: Data Analysis, Natural Language Processing, Data Visualization, IT Project Management</i>	
Baruch College, Zicklin School of Business New York, NY <i>BBA in Operations Management – Consulting</i> GPA: 3.7	05/23
• <i>Coursework: Project Management, Process Optimization, Supply Chain Management, Consulting, LEAN and Six Sigma</i>	
Mannesmann-Gymnasium Duisburg, Germany <i>Abitur (High-School Diploma)</i> GPA (German Scale): 1.8	06/16
• <i>Coursework: English (honors), Biology (honors), Bilingual (English) Geography and Political Science, French, Italian</i>	

EXPERIENCE

Rudolf Steiner Fellowship Foundation	Chestnut Ridge, NY
Business Systems Analyst	01/19 – Present
• Spearheaded Electronic Health Record (EHR) integration, leading a 10-member cross-departmental team through software selection, implementation and expansion, improving data accessibility and communication by 80%.	
• Assisted Business Manager in chairing Finance Circle Meeting overseeing \$3,300,000 budget and eliminating operational deficit of \$400,000 through monitoring departmental reporting and cost controlling.	
• Expanded and managed IT infrastructure and systems across 60+ housing units and offices creating \$40,000 in annual cost savings by consolidating oversight and renegotiating contracts.	
• Redesigned medical inventory management process for a 20-person department by automating tracking and procurement, reducing overhead and staffing needs by 85%.	
• Recovered \$95,000 through FEMA COVID-19 assistance project, securing critical resources by reconciling purchases, tracing inventory and auditing payroll in collaboration with NYS DHSES.	
• Streamlined administrative procedures and communication by implementing HR and Enterprise Resource Planning (ERP) suites in conjunction with Microsoft Teams and SharePoint, reducing companywide administrative workload by 40%.	

PROJECTS

CitiBike Archive Visualization In-Person Tools Used: Python • Tableau • Excel	09/24 – 12/24
• Developed tailored Python programs to extract and analyze subsets of CitiBike archive and NYC open-data, identifying ridership, station growth and overall trends.	
• Visualized the CitiBike station expansion and ridership statistics as well as their impact on commuting and pollution through Tableau dashboards.	
Natural Language Processing Application Remote Tools Used: Python • Excel • PowerPoint	09/24 – 12/24
• Performed text preprocessing and sentiment analysis of natural language patterns on two million Amazon reviews.	
• Created a portable Random Forests classification model achieving an 86% prediction accuracy score which classifies review verification status and understands trends in reviewer sentiment.	

SKILLS

Technical: Advanced Microsoft Excel (VBA, Pivot Tables), Python, C++, SQL, Tableau, Microsoft 365 Administration (SharePoint, Exchange), Microsoft PowerPoint, QuickBooks, EHR Systems, ERP Systems, Microsoft Access, Microsoft Visio

Languages: Native German, fluent in Italian, moderate proficiency in French