Adam Surette

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OBJECTIVE

I am a dedicated and analytical professional excited to bring my problem-solving skills into a Data-focused role, with hands-on experience in data collection, organization, administration and reporting.

SKILLS

- Data Extraction, Analysis & Quality Control
- Database Management
- Customer Service
- Data Visualization

- Technical Troubleshooting / User Support
- Python / SQL (data manipulation)
- BI Dashboarding Tools (Tableau, Looker)

RELEVANT EXPERIENCE

Private Consulting • *Remote • Web Developer & Data Automation Specialist* *(01/2024) - Present*

- Automated data cleaning and manipulation to increase productivity, reduce manual effort, and streamline delivery. Successfully reduced a two-hour manual process to just 35 seconds.
- Developed interactive dashboards to communicate trends and extract insight.
- Designed and developed 3 responsive websites using HTML and CSS.
- Built Python-based applications to meet client requirements, with a focus on functionality.
- Collaborated with clients to define project goals and deliver tailored solutions.
- Enhanced client branding and online presence through design and effective SEO practices.

Boston Center For Independent Living• *Boston, MA*

PCA Administrative Specialist *(01/2025) - (05/2025)*

- Corresponded with healthcare providers to verify and update consumer information, maintaining record accuracy that saved 1-2 hours per day on research.
- Ensured compliance with privacy regulations for healthcare data
- Facilitated the completion of required documentation and updated database with detailed consumer profiles.

Healthcare Data Wrangling Specialist *(12/2024) - (05/2025)*

- Utilized a proprietary database management system to organize and prepare healthcare consumer data for seamless transfer into a larger, integrated database.
- Identified, cleaned, and merged duplicate records, ensuring 100% data integrity and preservation of critical consumer information.

Lake Superior Consulting • *Pittsburgh PA • Cathodic Protection Technician* *(10/2020) - (10/2023)*

- Led data-driven gas pipeline projects in field operation with up to 5 technicians.
- Built single project datasets with detailed descriptions and separately drawn diagrams to decrease resurvey time by up to 50% and increase accuracy to 100%.
- Produced detailed reports to enhance project transparency, inform decision making, and improved client communication.
- Managed data organization using SharePoint, ensuring datasets were accurately cataloged daily and easily accessible for analysis and reporting to streamline workflows for internal teams and clients.
- Collaborated with cross-functional teams and external vendors to troubleshoot and resolve technical and data-related issues, minimizing project disruptions and ensuring timely results.

Dish Network • *Philadelphia, PA • Technician* *(06/2025) - Present*

- Provide in-home technical support, full installations, troubleshooting, customer education and repairs.
- Maintain high-quality customer service while managing technical and logistical services

EDUCATION AND CERTIFICATION

***Salem State University, Salem, MA* • Geology; Computer Science** *Graduation Year (2020)*
***IBM Data Analyst* • Data Analytics, Python, SQL, AI, BI tools** *(2024)*
***OSHA* • 30H General Industry Safety and Health and 10H Construction**