

GERRY TAYLOR

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PROFESSIONAL SUMMARY

Motivated and detail-oriented data professional with experience developing data frameworks, performance measures, reporting systems, and automated business processes. Experienced in data governance, kpi development, data dictionaries, logic models, workflow automation, and technical documentation. Recognized for strong interpersonal skills, client collaboration, and translating business and/or program needs into structured, scalable data solutions.

Technical Skills

ArcGIS | Data Governance | Data Quality | Excel | KPI Development | Monday.com | Pandas | Power BI | Power Automate | Power Query | Python | RBA | SharePoint | Snowflake | SQL | Tableau

Projects – Website: <https://gerrytayloranalytics.me/>

Grant Application Process, City of Houston, Houston, TX

- Converted written applications to Microsoft forms with embedded resource links and skip logic to simplify the resident application experience.
- Application responses were automated to appear into a single spreadsheet and refresh upon opening.
- Power Automated was used to send automated email notifications containing key application details upon submission.

Compliance Dashboard, United Way, Houston, TX

- Utilized Excel to extract, transform, and clean data from data source form various teams
- Identified various KPIs for reporting and monitoring compliance to various stakeholders
- Completed on-going maintenance of Power Bi dashboard with various formatting and data updates.

Employment History

Staff Analyst

City of Houston, Houston, TX – **April 2025** – **July 2025** – Current

- Collaborated with divisions within the department to implement RBA (Results-Based Accountability and Turn the Curve methodologies to create measurable KPIs and reporting standards.

- Lead the development and modernization of the department's data governance and reporting systems by improving how to define, collect, validate, document, and report operational data through mentorship and SOPs.
- Developed and maintain the department and divisional data dictionaries, data glossary, KPI calculations, logic models, and reporting documentation.
- Served as the admin for multiple software that includes but not limited to: SharePoint, Casebook, and Monday.com.
- Implemented automated workflows using excel formulas, power query, and power automate to reduce manual input and updates.
- Developed data reports utilizing excel and power bi for leadership to monitor divisional programmatic operations.
- Built technical knowledge in Snowflake and ArcGIS to support emerging departmental needs.

Compliance / Grant Analyst

United Way of Greater Houston, Houston, TX – July 2023 – April 2025

- Designed and optimized reporting systems using advanced Excel and Power BI for compliance data visualization.
- Automated workflows for data collection, storage, and analysis, improving operational efficiency.
- Authored and contributed to agency newsletters on data safety and technology updates.
- Collaborated with cross-functional teams to provide expert support on data-driven projects.

Community & Family Engagement Specialist

Neighborhood Schools Inc, Houston, TX – June 2022 – January 2023

- Enhanced parent-school relations by 25% through targeted engagement initiatives.
- Analyzed school budgets, student referrals, and touchpoint data to support operational improvements.
- Facilitated events and staff training sessions, ensuring alignment with organizational goals.

Planning Section Chief / Deputy Site Director

Hagerty Consulting, Bowie, MD – April 2021 – July 2021

- Developed and managed rotational schedules for over 300 medical staff at a mass vaccination site.
- Reviewed and validated financial invoices, ensuring accuracy and compliance.
- Compiled and presented high-level operational reports to stakeholders.
- Conducted an after-action review summarizing site feedback and performance metrics.

Community Engagement Specialist

Save the Children, Houston, TX – Oct 2017 – Oct 2020

- Managed and engaged with 120 organizations for funding and resource partnership opportunities to enhance each local initiative while coordinating and supporting subgrant agreements with partners across 5 different counties.

- Created and maintained community engagement databases to facilitate efficient and effective contact and relationship management.
- Supported regular program monitoring for data that is collected on a weekly, monthly, and quarterly basis.
- Trained in Agresso and Citrix financial software to monitor and reconcile financial reports and documentation from various partners that were awarded sub grants from 5K -700K.

Education

Bachelor of Science in Psychology (minor in Sociology)
Sam Houston State University, Huntsville, TX