

Professional Experience

Management & Program Analyst, Sr. Program Analyst, Institutional Support Contractor

US Agency for International Development - Systems Support Branch

11/2022 - Present

Highlight Technologies, Fairfax, VA

4/2013 - 10/2022

Pillar Systems Corporation, Alexandria VA

2/2008 - 3/2013

- Serve as Management & Program Analyst and Sr. Program Analyst supporting USAID Office of Acquisitions and Assistance (OAA) as part of the Systems Support team for sixteen years.
- Serve as the alternate representative for USAID on the Integrated Award Environments Change Control Board (IAE CCB).
- Serve as USAID POC for DATA Act Office meetings and calls, as well as the DATA Act Tech Thursday meetings to keep the Agency up to date with changes to the DAIMS and GSDM reporting requirements.

Data Analysis / Reporting

- Manage M/OAA's Oracle data warehouse of 11 schema containing a total of 528 tables, 521 views, 100 procedures, 41 functions, 33 triggers, and 15 scheduled jobs.
- Developed the assistance Oracle reporting process for the Federal Assistance Awards Data System Plus (FAADS Plus) formatted data to USASpending.gov. Subsequently worked on improvements to the process to account for updates to the DAIMS requirements.
- Assisted with the development of the Local Measurement report as well and multiple revisions to the logic and reported data. The data is compiled from multiple sources and stored in our Oracle data warehouse.
- Develop and run Oracle queries for multiple ad-hoc report requests for data originating in various systems. These reports occasionally involve loading previously run reports into temporary Oracle table as well as mapping data across multiple systems to compile the desired report.
- Worked on the Service Level Agreement (SLA) process to pull ticket and survey data from Remedy and later ServiceNow and process them for load into the Oracle database. Developed the Oracle functions to calculate the reply time and resolve time of tickets accounting for weekends and Federal holidays as well as the queries to pull the monthly reports of the team metrics.
- Developed multiple PHP scripts to process various data exports to be loaded into the database, as well as PHP scripts to export monthly and quarterly reports.
- Participate in various USAID working groups with other database administrators on enhancements to the reporting views, as well as assisting in user acceptance testing for their annual updates.
- Contributed to initial working groups that began developing dashboards for the agency using Tableau. To date, we developed over a dozen dashboards that are accessible to the agency with most also being deployed on the Enterprise Reporting Dashboard.
- Served as a member of the Tableau Community of Practices and gave a presentation on the previously unknown functionality of using Google Sheets to provide filtered data exports from Tableau dashboards.
- Developed multiple Tableau dashboards, the accompanying Oracle data structures in the form of tables and views, and loading and refreshing processes utilizing procedures and triggers. These dashboards include:
 - “USAID Assistance Reporting” to track and display the status of the Agency assistance reporting through FAADS and later DAIMS
 - “PPIRS Compliance” to display the Agency's 'past performance' compliance by week, month, and quarter
 - “USAID Data Quality” to display the various error rates from the weekly Assistance Reporting and Data Quality reports run by the team
 - “M/OAA/PDT FAITAS Dashboard” to compile the certification status of USAID FAC-C, FAC-COR, and FAC-P/PM staff across the Agency
 - “Active GLAAS Awards with Expiring SAM Registrations” and “Active GLAAS Award SAM Status” to provide the Agency a view into the compliance rate of SAM.gov registrations of partners as well as provide the SAM status of the partners on their active awards to stay in compliance

ROBERT SKUTINSKY

Springfield VA, 22150 (571) 215-8389 rskutins@outlook.com

- “Co-Creation Dashboard” and “PreSolicitation Dashboard” as part of the Effective Partnering and Procurement Reform (EPPR) initiative to track the agency usage of both Co-Creation and PreSolicitation on new awards
- “New Underutilized Partner (NUP) Dashboard” as part of the EPPR initiative for identifying New Underutilized Partners
- “Expired Awards Dashboard” provided the Agency with multiple graphs to help visualize the outstanding expired awards in need of closeout across multiple missions and divisions
- “eSRS (Electronic Subcontracting Reporting System) Compliance dashboard” for Office of Small & Disadvantaged Business Utilization (OSDBU) to track the compliance rate of reports within the eSRS system
- “SubAward Dashboard” to better track the SubAward data reported on their active Prime Awards.

Software Development

- Developed a vendor utility for searching vendor, NAICS, and Produce Service Code information. Users were also able search for any vendors by NAICS or Product Service Codes, as well as a Market Research component to pull vendors that fit various socioeconomic factors.
- Developed the Purchase Card Database application in Microsoft Access and Visual Basic form that connects to a data warehouse for the purchase card team to manage the various card holders throughout the Agency.
- Developed the Federal Procurement Data System-Next Generation (FPDS-NG) Privacy Cleanup application in Microsoft Access form that connects to a data warehouse so members can check the descriptions of actions to make sure there is no PII included in the description.
- Developed the OMB Independent Verification & Validation (IV&V) application and sampling process. Developed the application in C#/.Net and designed the data storage in Oracle and Microsoft Access. Designed the sampling process Oracle queries for quarterly sample data along with the process to transfer the data between Oracle into Access for annual reporting.
- Created the DATA Act Independent Verification & Validation (IV&V) application and sampling process. Developed the C#/.Net application along with the Oracle and Microsoft Access database structures and sampling process.

System Administrator

- Serve as System Administrator for various systems within USAID including New Management System (NMS/legacy), Electronic Procurement Information Collection System (ePICS), Vendor Information Search Utility (VISU), Negotiated Indirect Cost Rate Agreement (NICRA) Database, Phoenix, Central Contractor Registry Connector (CCRC), and Global Acquisition & Assistance System (GLAAS).
- Supported external government systems and initiatives including Federal Procurement Data System - Next Generation (FPDS-NG), System for Award Management (SAM.gov), Electronic Subcontracting Reporting System (eSRS), Federal Funding Accountability and Transparency Act (FFATA), Federal Assistance Award Data System (FAADS), Digital Accountability and Transparency Act (DATA Act), and DATA Act Information Model Schema (DAIMS).
- Serve as Vendor Admin for Phoenix charge of managing vendors used on procurement within the agency.
- Coordinate with Personal Services Contractor (PSC) travel coordinators to trouble shoot issues vendors in the travel system.
- Assisted in multiple vendor cleanup efforts including leading the annual efforts undertaken to aid in complying with the DATA Act, FFATA, and other reporting Requirements.
- Assisted with internal testing for the government wide transition from the DUNS Number to the Unique Entity ID (UEI).

Tech Coordinator/Feeds Coordinator

Advance Internet - Jersey City, NJ

2/2005 - 8/2008

- Responsible for monitoring existing newspaper classified section feed processing Extract, Transform and Load (ETL) processes. Our team performed morning checks for any errors generated from feeds loaded overnight and made any corrections to the incoming files to account human input errors. We would also handle incidents submitted in our ticketing system by the various newspapers involving incorrect or missing data from the nightly feeds.

ROBERT SKUTINSKY

Springfield VA, 22150 (571) 215-8389 rskutins@outlook.com

- Responsible for updating existing feed ETL processes and the development of new feed ETL processes. These ETL scripts were built using an in-house system based on PERL and utilizing regular expressions for processing as well as HTML, CSS, and JavaScript for layout and display.

Consultant

Geekazoid & Friends - Herndon, NV

8/2003 - 1/2006

- Worked as a developer on several small projects for varied lengths of time.
- Developed a PERL parser to sort through multiple years of website logs. Designed the Extract, Transform and Load (ETL) process to pull the data into a MySQL database for processing and reporting.
- Designed and implemented the queries used for the reports being provided to various clients.
- Developed a system logger for use when performing repairs and upgrades to client machines. Stand-alone Visual C++ application capable of being used brought on site by the technician on a thumb drive for ease of use. The collected data from the on-site visit would be saved on the thumb drive but was also capable of sending the log to a secure central server for backup.
- Worked on a proof-of-concept framework for a Multiple Listing Service real estate website. The site was a PHP front-end tied to a MySQL back-end.

Exchange Engineer

Thompson Financial - New York, NY

7/2004 - 9/2004

- Worked with the IT department to assist with the preparation of the Exchange email servers for a migration and upgrade
- Provided multiple data exports of the various accounts stored on servers, was tasked with combining the data into a single unique set of accounts.
- Utilized Microsoft Excel & Access to write several functions and queries to assist with mapping data across exports, and flagging accounts that were duplicated across different servers.

Technical Skills

USAID Systems	CCRC, GLAAS, Phoenix, Phoenix Viewer, Service Now, and ASIST Legacy Systems: ePICS, NMS, and VISU
eGOV Applications	FPDS-NG, CPARS, eSRS, FSRs, and SAM
Tools	MariaDB database, Microsoft Access, MySQL database, Oracle database, Oracle SQL Developer, and Tableau
Languages	Visual Basic, SQL, PL/SQL, HTML C, C++, C#, Java, JavaScript, JSP, PERL, and PHP
Protocols & Data Formats	GSDM, DAIMS, FAADS, JSON, MS Excel, MS Word, REST API, and XML
Operating Systems	Microsoft Windows, GNU/Linux (Slackware, Raspbian)

Education

Stevens Institute of Technology - Hoboken, NJ
Bachelor of Science, Computer Science
2000 - 2005