

AIMEE ZEMANEK

Data Analytics | Business Intelligence | Financial Reporting | Project Controls

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PROFESSIONAL SUMMARY

Data Analyst, Operations, Project Controls, and Business Analytics professional with 30+ years of experience supporting environmental remediation, engineering, legal, technology, and business operations teams. Extensive background in budgeting, forecasting, financial reporting, operational reporting, KPI tracking, dashboard development, data visualization, process improvement, records management, executive reporting, and stakeholder coordination. Recognized for translating complex information into actionable business insights, business performance metrics, and intuitive reporting solutions that improve decision-making and operational efficiency. Experienced in transforming complex data into dashboards, scorecards, and executive reporting for multi-million-dollar projects from planning through completion. Currently completing a Master of Science in Data Analytics with hands-on experience in Power BI, Tableau, SQL, Python, and R.

SKILLS

Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Power BI, Tableau, SQL (PostgreSQL), Python, Python Data Analysis & Visualization (Pandas, Matplotlib, Seaborn), R, R Analytics & Visualization (ggplot2, tidyverse), GIS Research & Mapping, HTML, Financial Reporting, Operational Reporting, KPI Dashboards, Business Performance Metrics, Budget Analysis, Forecasting, Portfolio Management, Project Controls, Data Visualization, Dashboard Development, Executive Reporting, Business Process Improvement, QuickBooks, Documentation, Training & Technical Instruction.

EXPERIENCE

Independent Business Owner, Family Caregiver, & Graduate Student

Wylie, TX

2020-Present

- Managed a client-based small business serving 60+ recurring customers while serving as primary family caregiver.
- Oversaw scheduling, operations, invoicing, customer communications, and financial tracking.
- Completed graduate coursework and applied analytics projects using Python, SQL, Tableau, Power BI, and R.
- Currently pursuing a Master of Science in Data Analytics (expected 2026).

Project Controller

BP / ARCO (via Anderson Engineering)

Plano, TX

2011 – 2020

- Developed and maintained Excel-based project controls systems used to track and report more than \$56.5 million in environmental remediation expenditures, including invoice reconciliation, quarterly forecasting, work release balances, and executive portfolio reporting.
- Supported two flagship multi-year remediation programs, including a 30-month remote Louisiana deployment and a complex Oklahoma restoration effort that expanded from 18 identified wells to more than 50 discovered sites.
- Served as the primary business liaison between BP operations, engineering teams, contractors, and corporate stakeholders.
- Produced executive reporting, financial analyses, forecasts, and portfolio updates supporting operational and strategic decision-making.
- Researched historical environmental records and legal documentation supporting litigation, liability investigations, and remediation planning.
- Coordinated field logistics, procurement, travel, lodging, and operational support for remote project teams.

Business Support Specialist / Office Operations Coordinator

BP / ARCO (via Plano Data)

Plano, TX

2007 – 2020

- Supervised business support activities and contractor workflows for BP records and business support operations.
- Managed accounts payable, invoices, timesheets, inventory, office services, and vendor coordination.
- Oversaw office logistics, supply procurement, scheduling, facilities requests, and administrative operations.
- Created and maintained databases, spreadsheets, tracking systems, and reporting tools supporting legal, operational, and records-management activities.
- Provided software support, troubleshooting, training, and technical assistance to employees across the department.
- Researched historical records and environmental documentation supporting liability determinations and remediation activities.

PRICING ANALYST

Glazer's Distributors

Farmers Branch, TX

2005 – 2007

- Managed pricing contract administration for grocery, retail, and distribution customers.
- Automated pricing and reporting workflows using Excel macros, lookup functions, and database searches, significantly reducing manual processing requirements.
- Trained staff across multiple locations on automated reporting processes and spreadsheet systems.
- Developed department web-based reporting resources using HTML and internal reporting tools.
- Served as liaison between pricing, customer service, and operational departments.

SOFTWARE SUPPORT SPECIALIST / AP

Central Texas Corrugated LP

Waco, TX

2002 – 2003

- Managed accounts payable processes, invoice audits, vendor communications, travel expenses, and inventory reconciliation.
- Provided help desk support and software troubleshooting for desktop applications and business systems.
- Led Lotus-to-Excel conversion efforts and developed spreadsheets supporting budgeting, reporting, and operational analysis.
- Delivered monthly training programs for Microsoft Office and industry-specific software systems.
- Managed employee schedules, service requests, inventory controls, and office support functions.

Computer Science Instructor

Sealy & Fort Bend ISDs

Sealy & Missouri City, Texas

1999 – 2002

- Taught AP and standard Computer Science, Programming, Digital Graphics, Multimedia, Business Applications, and Web Development courses.
- Developed curriculum, instructional materials, student performance tracking systems, and technology-based learning resources.
- Delivered technical instruction to both beginner and advanced learners.
- Provided technical instruction to a diverse student population, including deaf and hard-of-hearing students at the district's regional deaf education campus, adapting teaching approaches and communication methods to support accessibility and learning outcomes.

E D U C A T I O N

WESTERN GOVERNORS UNIVERSITY

Master of Science in Data Analytics

Expected 2026

BAYLOR UNIVERSITY

Bachelor of Science, Secondary Education (Computer Science)

1998

A D D I T I O N A L H O S P I T A L I T Y M A N A G E M E N T C O U R S E W O R K

Hospitality Management Coursework: Management & Supervision, Purchasing & Cost Control, Menu Management, Beverage Management, Restaurant Law & Ethics, Computers in the Food Industry.

C E R T I F I C A T I O N S

Power BI with Miss Excel (2026), Tableau Desktop Foundations (2025), Data Analytics Bootcamp (2026), Texas Notary Public (through 2029), Texas Secondary Computer Information Systems Certification.

V O L U N T E E R

Conquer Chiari Walk Across America Dallas / Fort Worth

Dallas & Fort Worth, TX

2009 - 2017

- Led annual fundraising events, sponsorships, logistics, and community outreach; raised over \$125,000 with 200-300 participants annually.