

# EVAN MICHAEL LACCETTI

## WORK EXPERIENCE:

### Fire Department Of New York

Brooklyn, NY

January 2020 - Present

Staff Analyst

- Implement policies and procedures that faithfully execute the mandates of new legislative item titled local law 195
- Developed an access application - forms, tables, reports, events, visual basic code - that facilitates permit billing
- Revamped excel worksheets to improve accuracy and provide day to day analytics
- Provide high quality customer service to clients submitting permit applications

### Administration of Children's Services

Manhattan, NY

September 2015 - December 2019

Staff Analyst

- Evaluated each invoice, budget and budget modification submitted to the Child Success New York City initiative
- Crafted a file system using PowerShell which structures data such that it can serve as the backend for applications
- Developed applications with VBA and C# that retrieve files, analyze data sets and generate reports
- Meticulous data entry and well-designed excel worksheets gave our team line item reporting granularity

### Board of Elections

Manhattan, NY

2017 - Present

Poll Worker

- Serve my community by working elections as an accessibility clerk / ballot scanner

## PROFILE

My career began at a boutique East Village real estate firm. There I interfaced with hundreds of prospective tenants, arranging showings and closing deals. Afterwards I worked in property management. In this field I managed repairs crews, onboarded and recruited vendors, negotiated bids, reached out to tenants with late payments and everything in between.

Though I enjoyed the work, I was delighted when notified that the staff analyst trainee exam had been certified. I was #1 on the list and contacted within weeks of its certification. I interviewed and was hired. Working for the City of New York has been a blessing as I was able to develop my technical skills and I am looking forward to learning more as I go!

## SKILLS

Sales, Flexibility, Teamwork, Time Management, Excel, Access, Word, Outlook, Visual Basic for Applications (VBA), HTML, CSS, Javascript, C#, Powershell, SQL, HAM Radio License

## EDUCATION

Hunter College  
City University of New York  
Bachelor of Arts in Political Science  
Magna Cum Laude, May 2014

## INTERESTS

Birding, Basketball, Tennis, Movies

## LINKS

<https://github.com/Evanml2030?tab=repositories>  
<https://stackoverflow.com/users/9721351/learnaswego>  
[www.evanml2030.com](http://www.evanml2030.com)