

# Iain Duthie

## Data Modelling professional and VBA Modeller

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### PERSONAL PROFILE

Detailed experience in developing data models, working with large data sets, process mapping and requirements gathering. I have a proven track record in enabling businesses to save both time and money through applying practical, real-world solutions empowering clients to make the most of their data. I am highly skilled in developing and implementing Microsoft Office models utilising both formulae and VBA macros leading to efficient automation of existing manual processes and have the ability to explain technical models to a non-technical audience.

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### KEY SKILLS & ATTRIBUTES

- Highly skilled in Microsoft Office VBA Projects
- Flexible approach to delivering client requirements
- Ability to streamline end to end data management
- Attention to detail. Focus on data quality & security
- Experienced manager, skilled in prioritising goals
- Ability to create workable models that save time
- Form good relationships across programmes/ depts
- Experienced Workday & Tagetik migration analyst

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### SIGNIFICANT ACHIEVEMENTS

- ✓ Streamlined business data gathering processes for a Pan-European Workday implementation programme, improved communications with key stakeholders across the programme to drastically reduce data errors in each data submission and lead a high functioning team to achieve this, building rapport with UK/ European Stakeholders.
- ✓ Improved enrichment process for HCM/ Supplier/ Customer address data leveraging knowledge of global geography to enrich key Workday fields, correcting missing or incomplete source data for numerous countries around the globe.
- ✓ Created multiple Excel tools for a large public sector change programme, vastly improving productivity and output. Eg devising a training planning tool to automating the creation of bespoke letters and emails, saving time/ errors
- ✓ Reduced the submission of 700,000 Excel cells for the Ministry of Justice from a two-day manual process to a fully automated VBA process of less than an hour.
- ✓ Consulted with numerous clients across Europe developing end user reports incorporating a range of approaches (complex formulae, pivot tables and/ or VBA) and desired outputs using the Office Suite and Adobe Acrobat.

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### CAREER HISTORY

#### Director & Founder – Data Managed Limited | London

Apr 14-Present

Working with numerous clients, Data Managed Limited aims to maximise client efficiency by creating solutions that simplify, automate and speed up current manual processes. This includes:

- Liaising with key stakeholders to develop a variety of end user tools/ models to simplify existing manual processes
- Manipulating VBA code to enable communication within Microsoft Office Suite to enhance all reporting processes utilising interaction between Excel and Word/ PowerPoint/ Outlook/ SharePoint as well as Adobe Acrobat.
- Developing coaching and training programmes that enable end users to work efficiently with new processes
- Simplifying processes and reducing multiple points of data entry or errors in manual copy/paste of information

#### Interim Data Migration Analyst (Tagetik) – Mundipharma IT Services | Global

Jun 19 – Feb 20

Mapping, migrating and reconciliation of data from global markets into a centralised reporting tool

- Creation of migration mapping templates for offline data conversion between systems
- Loading of data either via ETL functionality or Data Entry forms within Tagetik
- Close co-operation between central Data team and counterpart in Singapore

#### Interim Finance Data Analyst (Workday) – Williams Lee Tag | Global

Sep 18 – Mar 19

Assisting with conversion of data received from regional business leads into correct format for loading into Workday.

- Supported Implementation Partner submitting EIBs rather than DGWs for faster validation and loading
- General analysis & summarisation of key datasets (Assets, Customer and Suppliers) from multiple source systems
- Enriched missing/ incomplete/ incorrect address data across to facilitate population of 'missing' fields (eg Region)

#### Data Team Lead (Workday) – Arriva | UK & Europe

Sep 17- Sep 18

Joining mid-way through Wave 1 (of a 3 Wave) deployment and redesigned HCM governance processes for Data Team to enable efficient data capture/ progress monitoring, enhancing business engagement and wider programme team

- Automating analysis and deployment of HCM business data workbooks based on implementation partner masters
- Aligning workstream more closely with Solutions team to ensure all configuration is correctly mapped and matched
- Oversight of Data Team comprising of Business Analysts and Workday SMEs to produce consecutively low data load error count despite complexity of requirements and volume of workers being loaded
- Engagement with HCM business leads across Europe, building rapport to support them through their data journey

**Interim Financial Modeller & VBA developer – Clarion Events | London** **Jun 17- Sep 17**

Working with Financial Planning & Analysis team to automate key financial reports/ budget trackers:

- Cleansed and optimised macros for better functionality and process flow
- Created master budget tracker tool for forthcoming financial year for business units across the globe
- Assisted in automating repetitive tasks for FP&A Team, saving hours of manual processing time

**Financial Modeller – Fresh Student Living | London** **Mar 17- Apr 17**

Working with Senior Management stakeholders to improve financial costing model for new business tendering:

- Amalgamating multiple stand-alone models in to one 'master' model with automatic pull through of data
- Providing facility to add bespoke pricing against baseline numbers for greater granularity
- Reduced preparation time for new 'bid' from several days to under an hour.

**Database Consultant– National Children's Orchestras | Weston-Super-Mare** **Sep 16 - Aug 17**

Design, build and implementation of new membership/ contacts database for the charity with migration of 30+ years of data from outdated proprietary system both on site and remotely from London.

- Full scope and analysis of user requirements, working with key stakeholders to develop optimal solution
- Creation of a range of analysis tools/ templates in Excel, populated directly from the Access database.
- Cleanse and data migration to new system, including training of central office team.

**Consultant Data/ VBA modeller – Arcadis Limited | London** **Dec 14-Sep 16**

- Consulting on a large change programme for London Underground
- Created various SharePoint/ Excel systems/ VBA tools to manage data flow and functionality for:
  - Training plan and booking system for approximately 55,000 individual courses and ~100 users
  - Automating HR Letter creation, email & reporting summaries, reducing errors and processing time

**Interim Consultant – Protiviti Ltd | London** **Oct 14-Feb 16 and Oct 16-Feb 17**

Assisting a variety of Protiviti's prestigious clients based in Switzerland, Denmark, France and the UK, updating various Excel based reports and dashboards, developing new reporting solutions to exacting specification and timescales.

- Reduced the calculation/ refresh time from existing reports from hours to minutes.
- Developed flexible methodologies for working with both French and English versions of Excel
- Received excellent feedback for initial set of report requirements which has resulted in additional interim work.

**Interim Financial Modeller – CRR Ltd | London** **Apr 14-Sep 14**

As part of the team overseeing the Transforming Rehabilitation Probation Service bid for the Ministry of Justice, I developed and automated processes through Excel VBA. This includes:

- Reduced financial reporting from two days to 50 minutes by automating the population of 700,000 Excel cells
- Enhancing flexibility of bid steering group by developing greater process automation to enable faster change
- Overseeing data consolidation, financial analysis and data mining function to very tight timescales

**Financial & Cost Modelling Manager – London Underground (Finance) | London** **Oct 11-Apr 14**

Senior Management role encompassing VBA Development and development of Excel, Access and SharePoint models using standard formulae and complex VBA. This role assisted with decision support for all departments within Finance.

- Developed bespoke models that enabled the team to derive large data sets from SAP, LiveLink or SharePoint
- Reduced time taken for creation of periodic reports for Management Accountants from 5+ hours to 30 minutes

**Travel Ambassador Systems Modeller – Transport for London** **Jan 12 – Dec 12**

Seconded to support TfL's 'Travel Ambassador' volunteer programme in preparation for the 2012 Olympic games

- Created volunteer contact system for efficient capture of volunteer data and bespoke email communications
- Development of Excel dashboards for volunteer tracking across each TfL Directorate
- Creation of SharePoint/ Excel asset management tool to track and recover 5,500 iPad and iPhone devices

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**EDUCATION & PROFESSIONAL QUALIFICATIONS:**

- NVQ Level 9 & Level 10 in Training 2009
- Microsoft Office Specialist (MOS), Excel (Expert), Access (Master) 2005
- BA BSc (Hons) Business & Management Studies 1996

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**INTERESTS & ACTIVITIES:**

I enjoy outdoor activities with my wife and sons, such as cycling, walking the dog, getting out to the coast or going to the theatre, cinema or gigs. I'm also an Ambassador for Great Ormond Street children's hospital and speak on behalf of the hospital at various fundraising events throughout the year.