

Jerry R. Napier

INFORMATION MANAGEMENT | DATA GOVERNANCE | DATA ANALYTICS | WORKFLOW AUTOMATION

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PROFESSIONAL SUMMARY

Information management, data governance, and analytics professional with 10+ years improving how organizations structure, govern, analyze, and use operational information. M.S. in Information Management with experience across production operations, account analytics, database operations, digital asset management, reporting automation, and process improvement. Builds practical Excel, SQL, Power BI, metadata, taxonomy, and documentation solutions that strengthen data quality, reporting consistency, and cross-functional decision-making.

CORE CAPABILITIES

Data governance and quality | Business and data analysis | Advanced Excel and Google Sheets | SQL and Power BI | Data modeling, normalization, and ETL preparation | Metadata, taxonomy, DAM, and CMS | KPI and executive reporting | Workflow automation and process improvement | Requirements and stakeholder collaboration

PROFESSIONAL EXPERIENCE

Consultant | Gateway Information Group | Greater Chicago Area | September 2018 - Present

- Evaluate operational processes, document requirements and workflows, and recommend information management, governance, reporting, and productivity improvements.
- Build Excel- and SQL-supported reporting, data mappings, and documentation controls that improve data integrity, consistency, usability, and stakeholder confidence.

Marketing Manager, Production Operations | Visa | Remote | February 2022 - January 2025

- Developed and maintained an internal production database supporting agency engagements, spend reconciliation, deliverable tracking, compensation workflows, and production information management.
- Automated agency compensation and progress workflows and built interactive Power BI reporting for monthly spend, deliverable reconciliation, KPI visibility, and management decisions.
- Governed taxonomy, metadata, controlled vocabulary, auto-naming logic, and CMS workflows while coordinating finance, operations, agency, database, and AI-governance stakeholders.

Account Analyst | Advertising Production Resources (APR Consulting) | Remote | April 2021 - March 2022

- Performed financial, data, and asset analysis for major accounts using advanced Excel, Google Sheets, pivot tables, formulas, SQL, and information management practices.
- Standardized taxonomy, database structures, data-entry guidance, and governance reports; mapped source data to monthly presentation exhibits while protecting ongoing reporting.

Manager, Database Operations / Project Coordinator | The Digital Archive Group | Chicago Area | May 2018 - April 2020

- Gathered database requirements, modeled related data structures, prepared data for ETL/import/export, and managed metrics, documentation, archive, and client-delivery workflows.
- Planned and governed migration of operational information to a cloud platform, improving accessibility, productivity, and production capacity.

ADDITIONAL LEADERSHIP AND ANALYTICS

Co-Owner, Pangea Media Productions LLC, Chicago, IL (May 2011 - January 2018): managed client relationships, proposals, negotiations, business administration, and 10 contractors. Media Management and Coordinator / Tape Archive, Harpo Productions, Chicago, IL (February 2006 - September 2011): delivered real-time metadata for 13 editors and coordinated producers, editors, and archives in Avid Unity workflows.

Selected Excel Project: Built an auditable account-analysis model using lookup logic, IF thresholds, SUMIFS/COUNTIFS, data-quality flags, and an executive KPI dashboard; analyzed 54 anonymized projects representing \$60.2M in reviewed spend and \$20.2M in identified savings.

EDUCATION AND TOOLS

M.S., Information Management (Management Information Systems), Dominican University | Certificate, Digital Curation, Dominican University | B.A., Film/Video, Post-Production Management, Columbia College Chicago

Tools: Microsoft Excel, Google Sheets, SQL, Power BI, data modeling, data mapping, ETL preparation, metadata, taxonomy, DAM, CMS, KPI reporting, workflow documentation, and process improvement