



Capstone Project Presentation

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About Me:

- BS in Marketing & BA in Business Administration from Aurora University c/o 2024
- Technical Skills: IBM SPSS, Java, Hyperion, Python, Tableau, Power BI, MS-Office
- Hobbies: Lifting weights, bike riding, and cooking



Here at Fermilab



Campus Tour



Working in Sponsored Programs alongside Sandra Nelson and Annette Lenkeit



Interview with Cherri Schmidt - Head of Partnership Agreements and Intellectual Property Management (OPTT)



Getting familiar with Oracle and OBIEE

My Responsibilities



AR Aging Report
Generation



Conference Code
Generation



Project Closing



Invoice Generation



Project
Authorization
Editing`

Challenges Faced

School, work, & life balance

Learning Oracle/OBIEE

Learning real-world accounting skills and processes

Effectively communicating with my cohorts

My Expectations

Learning Opportunities:

- Gain hands-on experience
- Collaborate with experienced professionals on projects and tasks.

Professional Development:

- Seek feedback and guidance from mentors and supervisors to improve your performance.

Communication and Collaboration:

- Communicate effectively with team members and stakeholders.
- Contribute ideas and solutions to projects and discussions.
- Collaborate with colleagues to achieve common goals and objectives.

Time Management:

- Manage your time effectively to meet project deadlines and commitments.
- Prioritize tasks based on importance and urgency.
- Seek help or guidance when needed to avoid delays or misunderstandings.

Culture at the Lab

Inclusive Environment:

- Embraces diversity in backgrounds, ideas, and perspectives.
- Fosters a sense of belonging for all employees, regardless of race, gender, age, or background.
- Actively promotes and supports diversity initiatives and programs.
- Encourages open communication and respect for different viewpoints.

Healthy Working Environment:

- Prioritizes employee well-being and mental health.
- Offers flexible work arrangements and supports remote work when feasible.

Productivity and Innovation:

- Cultivates a culture of collaboration, creativity, and innovation.
- Encourages continuous learning and professional development opportunities.
- Recognizes and rewards contributions and achievements.
- Promotes a supportive and empowering leadership style that fosters teamwork and effective communication.

Skills Learned



Microsoft Excel:

Managing and updating spreadsheets for data analysis and reporting.

Using functions and formulas for data manipulation, calculation and account reconciliations

Worked with pivot tables to analyze Accounts Receivable data



Oracle:

Using and updating Oracle databases for management of accounts receivable

Administrative tasks such as user management, project management, and invoice generation



Adobe Acrobat:

Proficient in creating, editing, and formatting PDF documents.

Experienced in adding comments, annotations, and digital signatures to PDFs.



OBIEE (Oracle Business Intelligence Enterprise Edition):

Updating/running/using OBIEE system for key data analysis & reporting

Important Takeaways:



Communication is the most important skill in work and life.



Teamwork and collaboration skills that are applicable anywhere.



Time Management is key to maximizing your time.



Attention to detail is a universal skill.



A mindset of continuous learning is the best way to take on new challenges in life.



Thank you