

Jasper [REDACTED]

Contact No.: [REDACTED]

Email Address: [REDACTED]

Address: [REDACTED]
[REDACTED]



Data Analyst with almost 2 years of experience. My primary skills are creating reports using graphs, cleaning messy data, and extracting raw data. I am proficient in using Microsoft Excel with advanced formulas, Power BI, SPSS, WEKA that can be used as a Data Analyst and other Microsoft Office applications.

PROFESSIONAL EXPERIENCES

Data Science Analyst

[REDACTED]

July 12, 2023 - Present

Responsibilities:

- Data cleaning on Microsoft Excel using advanced Excel formulas.
- Utilize graphs, infographics, and other visualization methods to present data.
- Collaborate with analysts and associates to process information.
- Develop presentations and reports based on findings and recommendations.
- Extract data for collection and analysis purposes.
- Work with team members to gather and analyze data.

Data Analyst/Executive Assistant

[REDACTED]

October 24, 2022 - March 10, 2023

Responsibilities:

- Work with executives and other business leaders to identify opportunities for improvement.
- Create reports for internal teams and/or external clients.
- Use graphs, infographics and other methods to visualize data.
- Work with a team of analysts and other associates to process information.
- Create presentations and reports based on recommendations and findings.
- Proficient in using Power BI, Advance Excel and Dynamics 365.
- Extracting of data for data gathering

Core Skills

Data Cleaning and Preparation
Data Visualization
Statistical Analysis

Advanced Excel Skills
Team Collaboration
Problem Solving

Education

- Bachelor of Science in Information Technology
Major in Business Analytics

[REDACTED]

Certification

- Analytics Applications in Public Human Resource Management (SP1006) 2022
[REDACTED]
- Applied Analytics in Public Finance and Budgeting (SP1007) 2022
[REDACTED]
- Essential Excel Skills for Data Preparation and Analytics (SP201) 2022
[REDACTED]
- SQL For Business Users (SP203) 2022
[REDACTED]
- Data Management Fundamentals (SP301) 2022
[REDACTED]
- Dashboard and Drill-Down Analytics (SP401) 2022
[REDACTED]

- Data Visualization Fundamentals (SP501) 2022
[REDACTED]
- Getting Grounded on Analytics (SP101) 2021
[REDACTED]
- Design Thinking for Analytics (SP1001) 2021
[REDACTED]
- Analytics Applications in Operations (SP1002) 2021
[REDACTED]
- Analytics Applications in Finance and Risk (SP1003) 2021
[REDACTED]
- Microsoft Technology Associate Passer 2018
[REDACTED]
- Computer System Servicing NC II Passer 2018
[REDACTED]

Contact References

1. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

I hereby certify that the above statements are true and correct to the best of my knowledge and belief.

JASPER [REDACTED]
Applicant