



# Angela Escobar

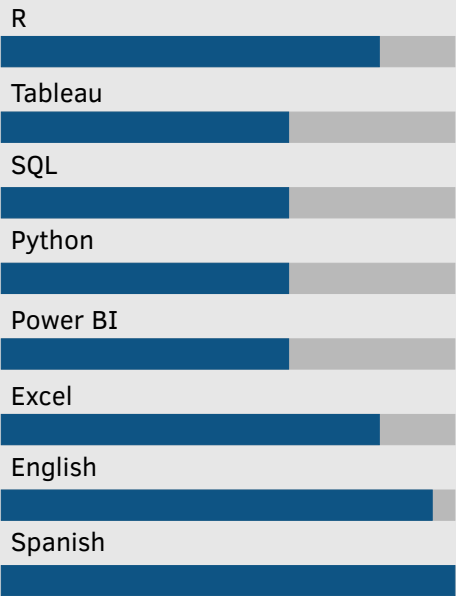
## Data Analyst

- Bogotá, Colombia - May 28th 1998
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- Portfolio: <https://angela-escobar.streamlit.app/portfolio>

## About me

Committed bilingual data analyst proficient in Python, R, SQL, Tableau, Power BI, and Excel. 3 years of experience as an office assistant and coordinator, involving tasks related to database management and manipulation, data entry, production of performance reports, maintenance, organization, and security of files, as well as the implementation of tools like Power BI and Python for process optimization for the company. Proactive fast learner and new challenges lover.

## Skills



## Education

2015-2020	Universidad de Los Andes Audio Engineering	Bachelor Degree
2023	Google Data Analytics	Professional Certificate
2024 (ongoing)	University of Michigan Applied Data Science with Python	Specialized Certificate

## Experience

- Agó/18-May/21 Office Assistant** Servicios Gráficos Impacop | Bogotá, Colombia
  - Organization and management of files, invoices, inventories, and databases using Excel and Microsoft Office.
  - Production and presentation of reports on performance and other business-related analyses, as well as documents necessary for tax procedures, billing, and quotations.
  - Customer service, communication with clients, and suppliers.
  - Handling financial reports for the accounting and payroll departments.
  - Scheduling coordination to align time management with deliveries, pending orders, and business events.
- May/21-May/22 Cultural Exchange** Cultural Care Au Pair | San Francisco, CA
  - Childcare, Cultural Exchange
  - Improved English proficiency through daily interactions with native speakers over the course of a whole year.
- May/23-Sep/23 Office Support Assistant** Westcana Electric Inc | Calgary, Canadá
  - Data entry into respective databases according to each sector of the company.
  - Perform filing and record-keeping tasks.
  - Assist in the preparation of reports and documents in Excel and Google Suites.
  - Update and maintain contact, clients, and suppliers databases.
  - Provide support to the project management department, including coordinating meetings and preparing documentation.
- Nov/23-Present Administrative Coordinator** Servicios Gráficos Impacop | Bogotá, Colombia
  - Communication with international clients
  - File and database management to optimize inventory, sales, and company information processes using SQL and R
  - Scheduling coordination to align time management with deliveries, pending orders, and business events.
  - Implementation of data visualization and processing tools for process optimization within the company using Power BI and Python, increasing sales by 17% and reducing stale inventory by 22.8%."

## Awards

- 2014** Mayor's Office of Bogotá  
Top 50 Icfes (Colombian state tests) in Bogotá