DATA ANALYST & BUSINESS CONSULTANT

MARCUS TINAY

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Skills

- Excel (VLOOKUP, Conditional Formatting, Pivot Tables)
- VBA
- Microsoft Project
- Visual Studio Code

- Microsoft Power BI
- SQL
- Python
- Tableau
- HTML/CSS

Experience

DATA ANALYST & BUSINESS CONSULTANT   FEB 2018 – PRESENT

- Identify and track client key performance indicators (KPIs) to allow data driven management
- Acquire data, perform ETL functions, and maintain data models and visualization solutions
- Develop and implement data analysis processes to optimize efficiency and quality
- Learn client business processes, identify process limitations, and develop specific improvements
- Provide insight in corporate structure, risk management, business development, and process management
- Additional experience working in business development, project management, proposal management, and web development

COST ANALYST & ADMINISTRATIVE ASSISTANT   DEC 2014 – FEB 2018

- Developed a job costing system to record efficiency, calculate price increases, and determine productivity
- Familiarized with employee compensation and employee bonus/incentive regulations
- Managed customer files, created invoices, sales orders, and proposals, and tracked timesheets
- Performed accounting duties such as accounts payable, accounts receivable, and account reconciliation, including petty cash

RETAIL INVESTOR & TRADER   JUN 2013 – PRESENT

- Created a portfolio management system using Excel and the thinkorswim trading platform
- Investing experience includes real estate and equities (stocks, ETN/ETFs, mutual funds)
- Trading experience includes currencies (Forex) and equities (ETN/ETF), primarily using thinkorswim

DATA ENTRY   2012 – 2014

- Transcribed data oriented in table format stored as PDF files into spreadsheets and updated the data
- Updated technical drawings stored as PDF files from their previous iteration to their current iteration

Academics

ASSOCIATE OF ARTS IN ECONOMICS, WITH HONORS
ASSOCIATE OF SCIENCE IN ACCOUNTING, WITH HONORS
ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION, WITH HONORS