

# Brian A. Munoz - Resume

## Brian A. Munoz

Analytics Intern

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## Summary

With 3+ years of experience in data collection and analysis, my primary focus is driving informed decision-making through rigorous examination of complex datasets. I specialize in developing and implementing advanced analytical models, data visualization, translating findings into clear, strategic recommendations, and empowering teams to leverage data for goal achievement.

My expertise includes creating innovative strategies to expand client reach and improve existing projects. I aim to uncover valuable insights that propel companies and their workforce towards sustainable success.

## Experience

### Online Teaching Assistant

**Brigham Young University Idaho** | Rexburg, ID | 05/2023 - Present

- Assist 50+ students and created personal reports for each one of them.
- Use Excel and SQL queries to provide an understanding of the students individual results and improvements.
- Use advanced Excel skills to create personalized improvement plans for students based on collected historical performance data available.

### Academic Advisor

**Brigham Young University** | Rexburg, ID | 09/2021 - 04/2023

- Enhanced student academic progress by 25-35% by conducting predictive and diagnostic analysis via surveys.
- Facilitated improved communication channels between full-time advisors and part-time advisors.
- Manage high-risk scenarios by maintaining comprehensive records to devise satisfactory resolutions for students.
- Conducted performance analysis of 25 employees utilizing Excel-generated reports and provide plans of improvement.

## **Missionary**

**The Church of Jesus Christ of LDS** | Morristown, NJ | 02/2018 - 02/2020

- Enhanced community development in 10+ New Jersey localities by developing over 100 tailored English lesson plans and strategic.
- Conducted training sessions for teams of 6 to 10 members to enhance organizational performance during community events.
- Cultivate strong rapport with key stakeholders and local leaders, and evaluated program accomplishments by analyzing and documenting data for participants and reports.

## **Business Owner**

**La Tienda** | Guatemala City, Guatemala | 2016 - 2017

- Manage purchases and sales of the business and structure a growth plan through the collection and analysis of sales history data.
- Collects data to evaluate possible future products to increase profits and decrease costs.

## **Education**

**Bachelor in Business Analytics**

Brigham Young University-Idaho | Rexburg, ID | 09/2020 - 04/2025

## **Skills**

Power BI, SQL, Microsoft Office, Python, Windows, Excel, Mac OS, Performance analysis, Leadership, Communication, Data Analysis, Problem Solving, Critical Thinking, Entrepreneurial

## **Languages**

- Spanish: Native
- English: Proficient

## **Strengths**

**Conflict resolution:** Conducting thorough analysis, exploring viable solutions, and providing comprehensive reports to leadership to ensure informed decision-making and strategic action.

## **Achievements**

**Productivity improvement:** Through extensive experimentation and iterative processes, I gained a comprehensive understanding of my team's strengths and limitations. As a result, we significantly enhanced our operational efficiency and produced more comprehensive reports, thereby facilitating informed decision-making at the executive level.

## Passions

- Data-driven decision-making
- Puzzles