

BRUNO URZÚA

BUSINESS & DATA ANALYST

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PROFESIONAL SUMMARY

Data-driven **Business Intelligence & Data Analyst** with over 4 years of experience leveraging **Excel**, **Power BI**, and **SQL** to solve business challenges and optimize operations. Skilled and focus in creating actionable insights using data to streamline processes and deliver measurable results for business growth.

SKILLS

Initiative & Autonomy | Team Management | Power Bi | MySQL | Attention to Detail | Google Colab | Data Cleaning and Transformation | Ms Office | Excel | Process Automation | Financial Analysis | Python

EXPERIENCE

Business Office Manager (2022 - 2024) Special Private Security

2019 - 2024

- Led cross-functional teams and leveraged data-driven insights to monitor employee costs, identify unprofitable services, and optimize resource allocation, resulting in a 20% reduction in operational inefficiencies.
- Developed and implemented Power BI dashboards, providing key decision-makers with real-time data on client profitability and worker expenses, which improved strategic decisions and increased productivity by 15%.
- Created a SQL database to streamline data management and eliminate redundancies, saving 30% in manual processes.
- Oversaw daily office operations, including finance reporting, hiring processes, and ensuring alignment with company goals and client expectations.

Business Analyst (2019-2022)

- Organized and facilitated meetings with clients and company owners to gather requirements and align business goals with security services.
- Developed tailored work plans based on client needs, ensuring that security solutions were customized and effectively implemented.
- Collaborated with multidisciplinary teams to design and implement workflow strategies, enhancing operational efficiency across departments.
- Utilized data visualization tools to generate performance reports, increasing client retention by 15% through regular updates and strategic insights.

Administrative Data Entry & Analyst Precursor Private Security

2018 - 2019

- Ensured 98% accuracy in operational and financial data entry.
- Automated administrative processes in Excel, reducing processing time by 40%.
- Created filing systems for client documentation, improving access to critical information.

EDUCATION

Bachelor of Business Administración, University of Mendoza – Argentina