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)   2019 - 2024
Special Private Security

- 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.
- Automated reporting systems, delivering accurate weekly performance updates, and improving the communication flow across departments, allowing for more agile decision-making.

Administrative Management Specialist (2019-2022)

- Analyzed client services to identify high-profit and low-profit clients, improving customer segmentation and focusing on the most profitable 30%, which increased company profitability.
- Optimized employee and resource allocation based on data analysis, leading to a 25% reduction in overhead costs and an increase in operational efficiency.
- Managed contract and billing processes with advanced Excel models, reducing errors by 25% and improving financial tracking.

Administrative Data Entry & Analyst   2018 - 2019
Precursor Private Security

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

EDUCATION

Bachelor of Business Administratión, University of Mendoza - Argentina