Catalin Girjoaba

Data Analyst

Curious and hungry for knowledge, I am an enthusiastic individual always seeking opportunities to learn and grow. With a proactive attitude, I take pride in being punctual and strive to contribute effectively to team success. Eager to help others, I believe in fostering a collaborative and supportive work environment.

✉ garjoaba_c@yahoo.com   📱 0763148436   📍 Targu Jiu, Romania

WORK EXPERIENCE

Administrative Employee
R3S1N s.r.l.

07/2022 - 05/2023   *Cenate Sotto, Italy*

A company that specializes in creating high-quality, durable resin floors

Tasks:

- Developing and updating spreadsheets/databases to track, analyze, and report on performance and cost data.
- Entering data and utilizing Access database/Excel spreadsheets.
- Creating and maintaining databases to track and record customer data.

EDUCATION

High School Diploma
Liceul Teologic

09/2016 - 06/2020   *Targu Jiu, Romania*

Courses

- Philology

Self-Directed Online Learning and Professional Development
Learning through various online platforms and forums

07/2022 - Present

Courses

- MS Applications

SKILLS

Excel   VBA   Power Automate   Power Apps   Spreadsheet Management   Data Entry   Process Optimisation

PERSONAL PROJECTS

Successfully developed and prototyped multiple automation solutions.

Multiple game prototypes.

ACHIEVEMENTS

Streamlined Data Entry with Dynamic VBA Userforms

Developed and implemented a series of dynamic and user-friendly VBA Userforms in Microsoft Excel, streamlining data entry and enhancing overall productivity.

Automated Task Management

Engineered automated task management systems through PowerApps, reducing manual intervention and eliminating errors, ultimately boosting overall project turnaround times.

Optimized Employee Communication with Automation

Innovatively integrated Power Automate, Microsoft Forms, and Outlook to create an exceptionally efficient communication framework, resulting in a substantial acceleration of internal information exchange

Optimized Data Manipulation and Reporting through VBA Integration

Successfully integrated VBA macros into existing Excel workbooks, optimizing data manipulation and report generation processes.

Intuitive Userforms Empowering Non-Technical Users

Received positive feedback from colleagues for creating intuitive Userforms, enabling users with limited technical background to efficiently navigate and utilize Microsoft-based applications.

LANGUAGES

Italian
Professional Working Proficiency

Romanian
Native or Bilingual Proficiency

English
Full Professional Proficiency

INTERESTS

Game Development   Automation   Software Development