



# PLACEMENT TRAINING FOR DATA ANALYST

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## Competency Log

Identifying your strengths and connecting them to competencies is a vital part of building your brand. Your strengths are connected to competencies. At this time, refer to the list of your strengths as identified in your SWOT analysis. You will be referring to this list for this activity. Identify your competencies in the chart below, in the column labeled competencies. For example, if your strength is business vision, it would fall under **strategic** competency. Select only five competencies that you identify with professionally and personally. Complete the three columns to the right of competencies. Write why you chose these competencies, how they differentiate you from others, and how they strengthen your candidacy.

Resource: review the competency catalog to refresh your knowledge of this topic which will support you as you build your personal brand and prepare for future interviews.

Once you have completed this activity, you will be prepared and ready to confidently discuss your professional experience, give examples of accomplishments, successes, and milestones that feature your competencies.



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CORE COMPETENCIES OR SOFT SKILLS				
	Competencies	Why I chose it	How it differentiates me	Example
Strategic	Business Vision			
	Cross-functional Guidance			
	Resource Management			
	Customer Orientation	My actual job is a strategic area of the company where our mission is to focus the company's services and products into the customers. In consequence, I have learned important details about offering the best for the customers. I consider that this is important because companies survive by having demand for their products, which is obtainable by having several customers.	Some people focus on their job, but they do not look for the impact that their actions have to the company and the company's customers. My thoughts say that Customer Orientation is crucial for a company to sell their best products and services. In the end, the company needs customers, so it is important what the customers want. I think that it is a qualitative variable that affects the economic health of a firm.	In the past four weeks, I have worked with different areas to show them what the company's customers want. My area and I want to change the way that the company operates nowadays. We want that every area shall consider our final customers for every decision and project made.
	Networking			



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	Negotiation			
Leadership	Communication			
	People Management			
	Leadership			
	Delegation			
	Coaching			
	Team Management			
	Teamwork			
	Cooperative			
	Committed	When I have a goal, I do everything in my hands and power to do it.	I like to complete objectives. I think that every project shall be done; nonetheless, sometimes better solutions can appear. In this case, it is considerable to stop the current work, to start a new one. In the end, I think that results are importante, and different ways can be done to have them.	I work in a strategic area, so many times we need to change our tasks, but we do it following the same objective that shall be completed as soon as possible.
	Motivational			



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	Team Visionary			
	Team Loyalty			
<b>Professional Efficiency</b> Personal Proactivity	Initiative			
	Problem Solving			
	Causal Analysis			
	Solutions Driven			
	Decision Making Skills			
	Innovation-creativity			
	Optimistic			
	Dynamic			
	Autonomous	I can work into new areas because I can adapt to changes.	I do not need an instructions sheet for new projects.	When I have to update my dynamical reports, I look into the new data that my company collects, so I can use it.
	Speed/Accuracy			



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<b>Professional Efficiency</b> Personal Management	Organization and planning			
	Logistics planning			
	Strategic planning			
	Time Management			
	Self-organization			
	Attention Management			
	Stress Management			
<b>Professional Efficiency</b> Professional Development	Self-assessment			
	Self-knowledge			
	Learning	I have learned most of my practical abilities, for example, using Excel and programming in SQL.	I can look forward to solutions when a problem is given. I do not need to be indicated to do it, nor I need to have an instruction sheet for me to solve it. I like to learn, so I look into possible solutions to several conflicts.	I got a project about project management. I did not know anything about the topic, so I investigated several techniques and examples for me to expose to the company that we could implement.
	Involvement			



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<b>Professional Efficiency</b> Personal Action	Decision making			
	Self-control			
	Emotional Intelligence	I know how to modulate my emotions in different levels of stress situations.	Managing the emotions and sentiments is not an easy task. I can separate my emotions from my activities. I think that the best performance in everything shall occur.	Once, I got almost depressed when I lost someone very important to me. I knew when I could cry for my missing one and when I needed to separate it from my work, my family or personal activities.
	Flexibility			
	Responsibility			
	Perseverance			
	Safeguard Resources			
	Social Sensitivity			
	Integrity			

Write down your technical or specific competencies:





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## TECHNICAL COMPETENCIES OR HARD SKILLS

Knowledge	Tools	Skills
<ul style="list-style-type: none"><li>• Statistics</li><li>• Mathematics</li><li>• Probability</li><li>• Actuarial Sciences</li><li>• Differential equations</li></ul>	<ul style="list-style-type: none"><li>• MatLab</li><li>• Python</li><li>• SQL</li><li>• Google Data Studio</li><li>• Excel</li></ul>	<ul style="list-style-type: none"><li>• Programming</li><li>• Project managing</li><li>• Flexibility</li><li>• Teamwork</li><li>• Autonomous</li></ul>