Diana Castro

Data Analyst

Zapopan, Mexico | +52 331 711 5872 | dccav.24@gmail.com | [Online portfolio](#)

Data Analyst with a strong background in technical writing and environmental engineering, seeking to leverage my analytical skills and experience in data-driven decision making in a challenging role. My curiosity, technical mindset, and creativity have allowed me to learn and adapt to different job environments and cultures.

Skills

- Technical skills: advanced spreadsheet features (Excel and Google Sheets), statistical analysis and data cleaning (MySQL, Python, and R), Tableau data visualization, Microsoft Office package, GitHub, Atom.
- Language skills: Spanish (native), English (C1), and French (B1)

Education

Google Data Analytics Professional Certificate, Remote *Coursera*

SEPTEMBER 2023

Instituto Politecnico Nacional, Mexico City BEng. Environmental Engineering
AUGUST 2016 - FEBRUARY 2021

- Obtained an Academic Excellence Award in 2017 and graduated with honors with a Biotechnology minor. Specialized in pollutant dispersion modeling and microbial growth visualizations with MatLab, Excel, and Mathematica.

Experience

QAD Inc., Mexico *Senior Technical Writer*
DECEMBER 2022 - SEPTEMBER 2023

- Created user guides for 4 ERP modules using Oxygen XML Editor and DITA Maps.
- Successfully carried out a new hiring process, selecting four new technical writers and onboarding three of them, increasing team productivity by 30%.
- Effectively transitioned documentation operations from China to Mexico in three months, collaborating with Shanghai teams.

Dexcom - iTjuana, US-Mexico *Technical Writer*
SEPTEMBER 2021 - DECEMBER 2022

- Effectively migrated and managed documentation from three projects to GitHub (CI/CD) using Atom, Sourcetree, and MS Office Word keeping with specific FDA regulations.
- Created UML diagrams and content for GitHub and Confluence.

CIIEMAD-IPN, Mexico City *Research Laboratory Assistant*
OCTOBER 2019 - MAY 2020

- Presented and proposed two data-driven treatment options for organic waste samples after testing, analyzing, and comparing results with MATLAB, MS Excel, and Mexican Regulations.