# DIEGO AMORSOLO S. MANALO

Portfolio • manalodiego0923@gmail.com • +63 9771002698 • LinkedIn • Github

## Education

**Ateneo De Manila University**                                                                                                         **2023-2027**

3 BS Management Information Systems, Specialization in Data Science and Analytics

## Experience

**OneLot Financing Corporation**                                                                                                         **Sept - Dec 2025**

*Business Intelligence Intern*

- **Engineered automated ETL pipelines** using **SQL**, integrating **8+ data sources** (ex. loan-level, payments-level, vehicle-level, dealer-level, etc.), eliminating manual Excel, Slack & HubSpot based workflows and **reducing** data retrieval time from **2-3 hours to real-time access**
- **Performed exploratory data analysis** and **statistical modeling** on large datasets, delivering actionable insights through **weekly presentations to C-suite executives** that informed strategic decisions across Sales, Credit, and Operations
- **Designed and deployed 10+ interactive dashboards** in **Metabase** tracking KPIs and business metrics, **serving 25-30 stakeholders** across Sales, Credit, and Product teams to enable self-service analytics and data-driven decision-making
- Provided technical support for Metabase users, **resolving ~3 support tickets per week**, troubleshooting incorrect data calculations or quality issues and dashboard adjustments with **<24-hour turnaround time,** ensuring **99%+ uptime** for critical business dashboards and queries

**Discovery Capital Finance Corporation**                                                                                                 **Jun - July 2025**

*Business Analyst*

- Conducted **10+ stakeholder interviews** across Business Development, IT, and HR over a **2-month requirements gathering phase**, eliciting and **documenting 30+ functional and non-functional requirement**s, an **Entity-Relationship Diagram**, and a **use case diagram** with **18+ descriptions** for system development
- **Mapped and analyzed 9 business processes** through **Physical and Logical Data Flow Diagrams**, identifying key bottlenecks and proposing automation solutions that **reduced manual tasks from 3 disparate processes to a unified automated system**
- **Delivered technical presentation to C-level stakeholders**, translating complex system requirements into actionable insights that **secured project approval** for a company-wide portal serving all employees across the organization

## Activities

**Ateneo Management Information Systems Association (Ateneo MISA)**

*Associate Secretary General (ASG) for Events*                                                                                            **2025**

- **Trained 14 Operations Managers** through weekly standups, developing their skills in logistics management and documentation, **enabling smooth execution of 10+ organizational events** with collectively **200+ core team members**

*Operations Manager for the Leadership Development Bootcamp (LDB) & Year End Party (YEP)*                                                   **2024 - 2025**

- Managed end-to-end project operations and coordinated a **40-person core team** over a **4-month planning cycle**, **successfully executing** a **60-pax** on-campus bootcamp and **100-pax** off-campus year-end event
- Delivered comprehensive project documentation (minutes, attendance tracking, contracts) and achieved **4.9/5.0 satisfaction** rating for LDB and **4.76/5.0** for YEP based on participant evaluations

*OSG Officer for the Office of the Executive Treasurer (OET)*                                                                              **2024 - 2025**

- Documented 30+ meetings and produced deliverables (minutes, attendance records, semestral reports) with consistent accuracy, being awarded **"OSG Officer of the Year"** (top 1 out of 12 officers) during the 2025 MISA Year-End Party, recognized for **documentation quality, turnaround time, and 100% meeting attendance**

## Certifications

**IBM**                                                                                                                                   **2025**

*Data Analyst Professional Certificate*

- Coursera Course, accomplished on Nov 2025
- Excel, Python (Pandas, Numpy, Matplotlib), Looker, Cognos Analytics, SQL, Data Analysis, Data Collection, Data Cleaning, Data Manipulation, Data Visualization

## Skills

**Languages:** SQL, Python, HTML, CSS, JavaScript, TypeScript

**Frameworks:** Pandas, NumPy, Scikit-Learn, SQLAlchemy, Matplotlib, Seaborn, BeautifulSoup, Selenium, Django, Next,js, React

**Tools:** Microsoft Office, Power BI, Tableau, Looker Studio, Cognos Analytics, Metabase, Databricks, Lucidchart, Notion, Slack, Signavio