BERNICE BUAFOR

Data Analyst Freelancer

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PROFESSIONAL SUMMARY

Meticulous Data Analyst whose experience training over 100 officers and collecting data in the field provides a grounded understanding of data generation and quality challenges. Technically proficient in Excel, SQL, and Power BI to clean, analyze, and visualize data, ensuring the accuracy and integrity of final insights. A resilient and adaptable team player, effective at collaborating across diverse groups and communicating complex information clearly to both technical and non-technical audiences.

TECH STACK

Languages: SQL, Python
Libraries: Pandas, NumPy
Data visualization: Excel, Power Bi, Tableau
Statistical methods, data mining techniques and VLOOKUP experience. Data cleaning, wrangling and preprocessing.
Soft skills: Presentation & facilitation, Business Communication, Teamwork, Interpersonal Skills and Adaptability.

WORK EXPERIENCE

DATA ANALYST FREELANCER, REMOTE.
Generation, Ghana.   November, 2025 till date.

- Collaborated with real-world clients across diverse industries, delivering tailored data solutions that improved operational efficiency by 20% on average.
- Leveraged Python and SQL to process datasets of over 100,000 rows, delivering actionable insights that helped clients optimize sales strategies and reduce costs.
- Identified key business trends for a retail client, resulting in an increase in monthly revenue within three months.
- Designed and delivered an interactive Tableau/Power BI dashboard that tracked KPIs in real-time, empowering clients to make faster, data-driven decisions and reducing the time spent on manual reporting.

DATA ANALYST BOOTCAMP GRADUATE.
Generation, Ghana.   August – November 2025.

- Created and presented data visualizations using Tableau and Power BI resulting in better presentation skills and a deeper understanding of data storytelling

- Demonstrated strong teamwork and problem-solving skills through group projects resulting in successful project completion and achievement of team goals

- Developed confidence in presenting complex data insights to stakeholders, leading to enhanced communication skills and increased self-assurance in professional settings

- Thrived in high-pressure environments, collaborating with individuals from various backgrounds, fostering a cooperative and productive work environment even in challenging situations.

DATA QUALITY OFFICER
Ghana Statistical Service, Accra   January 2024 – May 2025.

- Achieved and maintained 99% data accuracy for regional datasets through meticulous validation and cleaning processes, ensuring reliability for national reporting.
- Automated data quality checks by applying Stata scripts, reducing manual review time and increasing team efficiency.
- Trained and mentored over 100 field officers on data collection protocols and error reduction techniques, improving data quality at the source.
- Improved the accuracy and reliability of key regional datasets by strengthening data validation protocols.

FIELD OFFICER
Ghana Statistical Service, Accra   March 2022 – November, 2023.

- Collected and validated structured household and business data across 5 regions, ensuring timely and accurate transmission for central analysis.
- Provided actionable feedback to field implementation teams, leading to an improvement in data collection efficiency and reducing repeat visits.
- Identified and resolved data discrepancies in real-time, minimizing errors before submission and supporting higher-quality national statistics.
- Maintained detailed logs and reports on field challenges, contributing to improved training materials and operational guidelines.

EDUCATION & CERTIFICATIONS

Data Analysis Program
Generation Ghana
November, 2025

Virtual Assistant Program
Africa Leadership
July, 2025

Regent University College of Science and Technology
BSc. Management with Computing, Marketing, 2016

PROJECTS
GENERATION

PORTFOLIO

REFERENCES
Available upon request in compliance with Data Protection Regulations