



# ERWIN TOREPALMA

## CONTACT

- 09391650250
- erwintorepalma@gmail.com
- 258 P. Rosales St. Pateros, Metro Manila

## PERSONAL DATA

- Birthdate : April 23, 1995
- Place of Birth : Baggao, Cagayan
- Gender : Male
- Civil Status : Single
- Height : 165 cm
- Weight : 55kgs

## EDUCATION

**Bachelor of Science in Information Technology**  
**Cagayan State University**  
2012-2016

## PERSONAL SKILLS

- Experience in a high paced environment
- Multi-tasking and prioritizing task
- Excellent verbal and written communication skills
- Attention to detail

## TECHNICAL SKILLS

- Microsoft Office (Word, Access, Excel and PowerPoint)
- Adobe Creative Suite - Photoshop
- Programming (Php, Javascript, Html, Css and SQL)

## OBJECTIVE

To leverage my strong analytical skills and passion for data analysis as a new data analyst, contributing to an organization's success by transforming complex datasets into actionable insights. Seeking a challenging role that allows me to apply statistical methodologies, data visualization techniques, and programming proficiency to drive data-informed decision-making and support business growth.

## WORK EXPERIENCE

### Document Controller

KPI Elevators, Inc. 2022-Present

- Successfully managed and controlled all documentation related to elevator projects, ensuring accuracy, compliance, and timely retrieval of critical documents.

### Administrative Assistant

Philippine Deposits Insurance Corporation 2017-2022

- Efficiently managed the uploading of property images, prices, and location details onto the company's website, ensuring accurate and visually appealing listings that captured potential buyers' attention.
- Employed advanced data analysis techniques, including VLOOKUP and pivot tables, to consolidate and analyze real estate property data such as area, location, and classification.

## TRAININGS ATTENDED

### Data Science & Data Analytics with Big Data

MSTConnect - May 20 & 21, 2023

### Front-End Web Development using HTML, CSS & Javascript

Ground Gurus - September 14, 21 & 28, 2019

### Introduction to Database Management using SQL Server

Ground Gurus - September 22, 2019

### Building and Managing Highly Effective Teams

Stellar Training and Consultancy - August 17, 2021

## CHARACTER REFERENCES

### Margie L. Gianan

Senior Accounts Mngt Specialist  
Philippine Deposits Insurance Corp.  
09614374446

### Majellie Lanza

Admin Supervisor  
KPI Elevators, Inc.  
09190847405