

# George Erasto Maleko

Scarborough, ON

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November 25, 2025

Hiring Team

Toronto, ON

Dear Hiring Team,

I am writing to express my interest in internship and early-career opportunities in Health Informatics, Engineering Operations, Data Analytics, or Technology-focused roles. With a postgraduate background in Health Informatics and a Bachelor's degree in Biomedical Engineering, I bring a strong combination of analytical ability, technical documentation experience, and data-driven problem-solving skills.

My professional experience includes supporting engineering and clinical teams through structured documentation, workflow analysis, data preparation, and performance reporting. I have contributed to improving system accuracy, enhancing operational workflows, and supporting decision-making processes by building dashboards, analyzing trends, and preparing clear summaries of technical information.

Across roles in engineering and business settings, I have gained hands-on experience in data analysis, documentation development, and cross-functional collaboration. Using tools such as Excel, SQL, and Power BI, I have analyzed datasets, maintained accurate records, and automated reporting processes to increase efficiency and reliability. I consistently focus on clarity, detail, and continuous improvement in all technical and operational work.

I am proficient in SQL, Python, Excel, Power BI, workflow mapping tools, and research-based reporting. My ability to analyze information, manage documentation, and communicate findings effectively allows me to support technical, operational, and project-driven environments. I work well in fast-paced, cross-disciplinary teams and enjoy contributing to process optimization and data-informed decision-making.

I am eager to apply my technical skills, analytical mindset, and documentation experience to contribute to an organization's goals while continuing to grow professionally. Thank you for taking the time to review my profile. I welcome the opportunity to discuss how my background and interests align with potential opportunities.

Sincerely,

George Erasto Maleko

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## OBJECTIVE

Health Informatics postgraduate student with a Bachelor's degree in Biomedical Engineering seeking opportunities in data analytics, engineering operations, health technology, and process optimization. Skilled in technical documentation, workflow mapping, data analysis, and project coordination. Strong analytical mindset, attention to detail, and commitment to improving systems and processes.

## HIGHLIGHTS OF QUALIFICATION

- Strong engineering and analytical mindset with experience evaluating systems, workflows, and technical documentation.
- Skilled in documentation development, SOP drafting, reporting accuracy, and maintaining structured repositories.
- Experience supporting engineering, IT, and business teams through workflow tracking, data preparation, and project coordination.
- Ability to conduct research, analyze trends, summarize findings, and support data-driven decision-making.
- Strong communication skills with ability to present technical information clearly.
- Highly organized, detail-oriented, and capable of managing multiple tasks in fast-paced environments.
- Proficient in SQL, Python, R (intermediate), MATLAB, Excel (PivotTables, VLOOKUP), Power BI.
- Knowledge of ERP, EMR, and project tools such as SAP (exposure), Epic (user level), SharePoint, Jira, Trello, and Asana.
- Familiar with concepts including project lifecycle, SDLC, stage-gate reviews, IT governance, and process improvement.

## SKILLS

**Technical and Data:** SQL, Python, R, MATLAB, Power BI, Excel, Google Sheets

**Engineering and Systems:** Technical documentation, workflow mapping, SOP writing, process optimization

**Enterprise Tools:** SAP (exposure), Epic, SharePoint, Azure (intro), PowerShell (basic)

**Project Tools:** Jira, Trello, Asana, requirements gathering, cross-functional coordination

**Databases:** SQL Server, Oracle DB, MongoDB (intro)

**Concepts:** Data analytics, system evaluation, project lifecycle, operational efficiency

## EDUCATION

**Health Informatics, Postgraduate Certificate**

**September 2025 – August 2026**

**George Brown College, Toronto, Ontario**

- Coursework in health data analytics, project management, process optimization, and database systems

- Built Power BI dashboards for operational and clinical performance indicators
- Designed SQL-based data structures to support analytics and reporting

**Bachelor of Technology in Biomedical Engineering**  
**Lovely Professional University, Punjab, India**

**August 2020 – May 2024**

## **PROFESSIONAL EXPERIENCE**

**August 2024 – August 2025**

### **Biomedical Engineer Coordinator I Kilimanjaro Christian Medical Centre I Tanzania**

- Analyzed maintenance, performance, and service datasets using Excel and SQL to improve reporting accuracy.
- Developed and maintained technical documentation and workflow tracking tools.
- Collaborated with engineering, IT, and clinical teams to support data quality, traceability, and system integrity.
- Supported process improvements aligned with operational efficiency and compliance requirements.
- Prepared structured reports to support engineering decision-making.

**June 2024 – July 2025**

### **Sales coordinator I Total Energies I Part time job I Tanzania**

- Built Power BI and Excel dashboards to monitor sales metrics and operational performance.
- Automated reporting workflows and standardized documentation, improving accuracy by 20%.
- Coordinated cross-functional data sharing and supported reporting requirements.
- Prepared summaries and insights to support managerial decision-making.

**August 2023 – August 2024**

### **Biomedical Field Service Engineer I Muhimbili National Hospital I Tanzania**

- Analyzed service logs to identify trends, failure patterns, and preventive maintenance opportunities.
- Supported engineering teams with technical documentation and system performance insights.
- Communicated findings to improve maintenance planning and equipment reliability.

**August 2023 – June 2024**

### **Sales representative I Total Energies I Part time job I Tanzania**

- Conducted trend analysis and created forecasting summaries for business strategy.
- Provided data-driven insights to improve customer satisfaction and product performance.

**May 2022 – August 2023**

### **Sales Associate I Total Energies I Part time job I Tanzania**

- Maintained accurate stock, sales, and documentation supporting operational performance.
- Used data trends to support product planning and sales improvements.