# JEAN SANTOS

Dublin, Ireland, 0833009673, jean.rsantos1@gmail.com

---

LINKS

linkedin.com/in/jean-rocha,  github.com/jean-rocha1/MyPortfolio

---

PROFILE

 I am Jean Rocha, with 8 years of experience in the Data domains, Finance and Business including 4 years dedicated to data manipulation and Power Platform applications, analysis, and dashboard presentations with recommendations for strategic decision-making.

I have achieved significant results in the data field, notably spearheading the data structuring for Brazil's largest education fair. This effort facilitated substantial changes in the sales domain, ultimately contributing to reaching a revenue goal of R$ 40 million after 3 years.

---

EMPLOYMENT HISTORY

Jan 2021 — Present

### Senior Business Intelligence Analyst, International School Education
São Paulo

Experienced professional in business analytics and decision-making, proficient in utilizing tools such as Power BI and Data Studio for comprehensive 360-degree organizational views. Adept at creating automation and apps with the Power Platform, including Power Apps, Power BI, and Power Automate, to gain productivity and company performance. Skilled in analyzing structured data from SQL databases, Sharepoint, and API-linked platforms like Pipedrive, RD Station, and Pipefy. Specialized in crafting time intelligence analytics for productivity measurement and forecasting analytics for predicting future events, encompassing sales figures and customer behavior data.

Feb 2020 — Jan 2021

### Commercial Operations Assistant, International School Education
São Paulo

Realization of financial payment flow; Fulfillment of logistics order flow; Realization of purchase order flow via Protheus. Monitoring of stock of materials based on demand forecasts to ensure that there is no stockout; Control and delivery of material for sales operations; Monitoring and analysis of the agenda and sending requests for mascots and models. Realization of Dashboard to control the cost of gifts of the events held Data Collection and Analysis to support the commercial team Commercial Events Strategy (Management) Pipedrive Administration (CRM) Registration in Protheus Commercial team support

Jul 2015 — Jun 2019

### Senior Administrative Assistant, ERB Instalações, Técnicas, Elétricas e Hidráulicas
São Bernardo do Campo

Multifunctional performance in various sectors of the company, supporting in the routines of personnel department, human resources, reception, customer service, commercial, among other necessary activities, meeting targets set by the leadership. - Support in general office activities, involving telephone answering, classification and codification of physical and digital files, printing, sending faxes, distribution of correspondence and writing reports, letters, e-mails, spreadsheets, among other documents. - Assistance to the Financial sector, performing the control of accounts payable and receivable, issuing invoices, bills, slips and entering data into internal management system. - Relationship with the Purchasing sector, acting in the contact with suppliers, price quotations, sending requests for purchase of materials and supplies and stock control, recording expenses and forecasts in cost management spreadsheets.

---

EDUCATION

Jan 2020 — Jan 2021

### Postgraduate Degree, Accounting and Finance, Universidade Cidade de São Paulo

Jan 2015 — Jan 2018

### Bachelor of Business Administration - BBA, Business Administration, Management and Operations, Centro Universitário Fundação Santo André

Jan 2019 — Jan 2019

### Course, Customer Service Support/Call Center/Teleservice Operation, SENAI São Paulo

## SKILLS

| | | | | |
|---|---|---|---|---|
| • Power BI | Expert | | • Forecasting | Expert |
| • Data Analyst | Expert | | • Extract Transform Load (ETL) | Expert |
| • Power Apps | Experienced | | • Power Platform | Expert |
| • Python (Programming Language) | Skillful | | • Microsoft SharePoint | Expert |
| • Integration | Experienced | | • SQL (Programming Language) | Experienced |
| • SQL Server Integration Services | Experienced | | | |

## LANGUAGES

| | | | |
|---|---|---|---|
| English | Very good command | Portuguese | Native speaker |

## COURSES

| | |
|---|---|
| Aug 2023 — Aug 2023 | Analyzing and Visualizing Data with Microsoft Power BI, Alura |
| Jun 2023 — Jun 2023 | OKR: building agile goals, Alura |
| Apr 2023 — May 2023 | Python for Data Science: Getting Started, Alura |
| Dec 2021 — Jan 2022 | 38900 - Microsoft Certified: Power Platform Fundamentals (PL-900), Ka Solution |
| Jan 2022 — Feb 2022 | SharePoint: Knowing the environment and facilities, Alura |
| May 2022 — Jun 2022 | Python for Data Science: language and Numpy, Alura |