

MARIAM ELYATEEM

DATA ANALYSIS AND MANAGEMENT

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Technical, and organized individual with good attention to details and analytical skills as well as 6+ years of experience in Information and Data Analysis and reporting in the humanitarian sector. Skilled in R programming, with a humble knowledge of Python.

SKILLS

- R and Python programming Languages. • Statistical Data analysis • GitHub • PowerBI • Training Skills.
- Languages: - Arabic: Native. - English: Fluent.

EXPERIENCE

ACTED - Reach Initiative | Jordan

JAN 2021 - Present

Senior Data Officer – Resilience and Early Recovery

OCT 2024 – Present

- Research planning and implementation:
 - a. Assist in the design and implementation of data collection and management frameworks.
- Data Management:
 - a. Monitor accuracy of data collected in line with the Data Cleaning Minimum Standards Checklist.
 - b. Develop and maintain R scripts for data Cleaning and analysis.
 - c. Contributing to the automatization of data analysis processes.
- Quality Assurance:
 - a. Identify data capacity gaps and report them to the line manager.
 - b. Ensure adherence to data quality standards and protocols throughout the research cycle.
- Collaboration and Support:
 - a. Work closely with team members and units to provide information management support as needed.
 - b. Providing information management support to other team members, or humanitarian stakeholders.
 - c. Serve as the learning and development focal point, providing continuous and ad hoc training and technical support.

Data Officer – Cross Unit

MARCH 2023 – SEP 2024

- Supported research design and implementation, including sampling, data cleaning, analysis, and R script development.
- Ensured data quality by applying REACH Syria and Global IMPACT standards across research cycles.
- Developed and managed R scripts for ISMI, Camps Sweep, and Area-Based Assessments, serving as the focal point for data solutions.
- Contributed to diverse research cycles, including Market Monitoring and Income & Expenditure studies, delivering actionable insights.
- Improved workflows by identifying process enhancements and collaborating with assessment leads and data specialists.
- Coordinated data solutions with cross-unit specialists to optimize research management.

Data Officer – Cash and Markets

JAN 2021 – FEB 2023

- Mastered R within six months, becoming the team's expert for statistical analysis and data management.
- Led script modifications for JMMI, providing actionable insights through monthly reports over two years.
- Streamlined workflows by replacing Excel processes with efficient R scripts.

- Produced cleaned datasets and visualizations, transforming raw data into actionable reports.
- Coordinated data collection with partners and field teams in northern Syria, ensuring effective collaboration.
- Trained field teams on KoBo tools and methodologies, maintaining high data quality through regular sessions.
- Aligned stakeholders on Market Monitoring methodology via annual sessions, fostering transparency and collaboration.

International Medical Corps | Information Management Officer | Jordan

OCT 2017 – DEC 2020

- Managed data collection, cleaning, and analysis as the focal point for Child Protection data management.
- Delivered actionable insights through monthly, quarterly, and annual reporting for program monitoring.
- Administered data for IMC and five partner organizations, ensuring accurate tracking and reporting.
- Streamlined data organization, resolved errors, and collaborated with teams to maintain clean datasets.
- Developed and maintained PowerBI dashboards, providing real-time insights with monthly updates.
- Trained and supported case managers in electronic records management, improving data quality and skills.
- Monitored case data entries for accuracy and completeness, ensuring program targets were achieved.

INTERSHIPS, TRAININGS AND COURSES

Courses:

R Programming: Advanced Analytics in R for Data Science	Udemy	FEB 2021
R Programming A-Z: R for Data Science with Real Exercises!	Udemy	FEB 2021
Complete Kobo toolbox Training Course	Udemy	MARCH 2021
Analyzing and Visualizing Data with Power BI Course	Davidson Uni. Via edX	JUNE 2020

Trainings:

Machine & Deep Learning Using Python | Pioneers Academy | Jordan

SEP 2020 – DEC 2020

- Python programming, including OOP and key libraries (NumPy, Pandas, Matplotlib).
- Machine Learning (supervised, unsupervised, cloud-based) and advanced ML techniques.
- Azure Vision, Text Analytics, and publishing ML services as Web APIs.
- Deep Learning, neural networks (CNN, RNN), data augmentation, and neural network concepts.
- Learning curves and performance optimization in ML models.

Humanitarian Information Management Training | IMMAP | Jordan

SEP 2019

- Coordinated Needs Assessment. • Learning Curve. • Data Augmentation. • Neural Network Concepts.
- Data Preparation and Analysis • Secondary Data analysis. • Primary Data Collection

Internship:

Product Management Internship | Microsoft | Jordan

FEB 2016 – MAY 2016

- Product development and lifecycle management, including market needs assessment and defining product requirements.
- Problem analysis, solution design, and determining business case feasibility.
- Data mapping, visualization, and creating technical and end-user documentation.
- Preparing and delivering product presentations to meet stakeholder requirements.

EDUCATION

B.Sc. Computer Information Systems / University of Jordan

FEB 2012 – JAN 2016

High School - IT / National Orthodox School, Jordan

SEP 2010 – JULY 2011