

Janeth Beatriz Sarabia Cervantes

Business Administrator & Data Analyst in Training

A Business Administrator with over 10 years of experience leading operations, finance, and team management. Currently complementing a strong business background with technical skills in Data Analysis (Python, SQL, Power BI, Tableau) through the TripleTen Data Analyst bootcamp. Skilled in optimizing processes, managing budgets, and analyzing data to generate valuable insights that drive strategic decision-making. Seeking a Data Analyst role to apply my business acumen and new analytical capabilities to solve complex problems and generate value through data.

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PROFESSIONAL EXPERIENCE

Waverley Software Inc. | Office Manager | Apr 2022 - Jun 2023

- Optimized financial management for the Mexico office, handling accounting, payroll for 6 employees, and bank reconciliations in both MXN and USD.
- Collaborated in the recruitment and selection of software engineers, managing contracts, employee onboarding, offboarding, and severance processes to ensure a smooth transition.
- Reduced payment processing times and improved cash flow through efficient invoicing and vendor payment management.
- Developed monthly expense reports that provided visibility into employee costs, facilitating strategic planning and decision-making.

Amplemind S de RL de CV. | Office Manager | Jul 2012 - Mar 2022

- Directed administrative and financial operations for nearly 10 years, contributing to the company's sustained growth.
- Managed the preparation of payroll and financial statements, ensuring compliance and accuracy in reports for senior management.
- Successfully secured government loans and grants, strengthening the company's financial position.
- Acted as the central point of contact for clients and suppliers, maintaining strong business relationships and proactively resolving issues.

Hospital Ángeles Culiacán. | Admissions and Financial Operations Manager | Jun 2006 - Jul 2012

- Led and trained a team of 10 in the admissions and cashier department, improving operational efficiency and patient service quality.
- Implemented new admission and electronic billing processes that reduced wait times by 20% and minimized errors.
- Managed a high volume of daily financial reports, cash balancing, and insurance claims processing, ensuring the integrity of all transactions.

EDUCATION

Data Analyst Bootcamp | TripleTen | Jul 2025

Bachelor of Science in Business Administration | Universidad Autónoma de Sinaloa | 2008 - 2011

KEY PROJECTS

Performance Analysis for a Telecommunications Company | Tools: Python, Pandas, Matplotlib | Languages: Python, Pandas, Matplotlib.

- Objective: To identify underperforming network operators that were impacting service quality.
- Actions: Conducted Exploratory Data Analysis (EDA), defined key performance metrics, and applied hypothesis testing to validate findings.
- Outcome: Developed a blueprint for a predictive model to anticipate at-risk operators, enabling proactive intervention.

TECHNICAL SKILLS

- Analytics & Programming:** Python (Pandas, Scipy, Matplotlib), SQL, R
- Data Visualization:** Tableau, Power BI, Seaborn, Plotly
- Development Tools:** Git, GitHub, Jupyter Notebook, Visual Studio Code
- Business & Administrative Software:** SAP, Click Balance, MS Office (Advanced)
- Collaboration Tools:** Slack, Discord, Skype, Google Workspace

LANGUAGES | Spanish: Native | English: Professional Proficiency (B2)