

# JOYVINE NAMAEMBA

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## PROFESSIONAL SUMMARY

Results-driven and detail-oriented Data Analyst with one year experience in analysing complex data sets and providing virtual assistance to uncover actionable insights and business growth. Proficient in statistical analysis, data visualization, database management using tools such as SQL, Tableau, Python, SPSS, STATA and Advanced Excel. Skilled in optimizing processes and supporting decision-making through effective communication and collaboration in virtual assistance. Seeking a challenging executive role to leverage technical expertise and drive excellence.

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## WORK EXPERIENCE

**Data Analyst, Setoff Media Limited** Jan 2024 - Present

- Implemented cost-effective solutions, resulting in a 20% reduction in project expenses.
- Data collection and cleaning, ensuring a 20% improvement in data accuracy and efficiency.
- Data visualization that enhanced stakeholder understanding by 30% Power BI and Excel.

**Industrial Attachment, Economist, Ministry of Public Service** Jan 2023 - Apr 2023

- Supported management of project timelines, reducing delivery times by 30%.
  - Collaborated with cross-functional teams, enhancing project success rates by 10%.
  - Policy Analysis providing data-driven recommendations towards a 20% enhancement in policy effectiveness as a result of evidence-based insights.
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## EDUCATION

**Bachelor of Science in Economics and Statistics** University of Kabarak Sep 2019 – Dec 2023

- Specialization in Statistics and Data Analysis.
- Project on "Effects of Monetary Policies on Financial Institutions".

**Data Analysis** Sonek Data School Jan 2022 - Apr 2022

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## ADDITIONAL INFORMATION

- **Technical Skills:** Project Management, Data Entry, Email Management, Time Management, Research Skills,
- **Virtual Assistance:** Calendar Management, Document Preparation, Research
- **Languages:** English, Swahili
- **Awards/Activities:** Data collection and acquisition on Youths in Bungoma County