

Julian Yepes

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EXPERIENCE

Data Analyst

December 2021 - Present

Department of Buildings: *Certification of Occupancy Team*

- Contracted by Department of Buildings to assist clients with the process of obtaining a certificate of occupancy
- Reviewed uploaded documents and reviewed client information on DOB database to help expedite the process of obtaining certificates, permits, etc.
- Connected clients to liaisons, such as borough directors and chief plan examiners, to further help expedite their cases
- Helped streamline processes by creating training material, and keeping track of specific client scenarios for future reference and for future employees

Department of Buildings: *Return to School Project*

- Contracted by the Department of Buildings to help with reporting covid cases in NYC schools
- Entered staff and student covid cases into a database, uploaded close-contacts and test results into database
- Sent principals information on covid cases in their respective schools, redirected them to liaisons in the DOE and DOH
- Ensured covid case data reaches its full life cycle by alerting other departments to review the uploaded data
- Regularly checked data for quality assurance and ensured all cases were made with the correct information

College Advisor

July 2021 - September 2021

CUNY Recovery CORPS Internship *New York City College of Technology*

- Organized and maintained an Excel spreadsheet containing data of over 300 students
- Contacted students on how to apply, and recorded their progress on an Excel spreadsheet for further reference
- Created and maintained an Excel spreadsheet with the contact information of over 200 charter schools in NYC
- Contacted incoming freshmen about their eligibility for the SEEK program, absences, and helped students upload documents via phone calls and emails

Academic Peer Instructor

September 2019 - March 2020

Academic Peer Instruction *LaGuardia Community College*

- Helped, supported, and encouraged 20+ students in an honors statistics course
- Taught students normal distribution and how to visualize data on Excel and R Studio
- Tutored and mentored students in groups and one on one
- Attended weekly meetings and office hours to discuss goals, progress, and methods of helping students

EDUCATION

LaGuardia Community College, Long Island City, NY

Associate's in Business Administration, June 2020

NYC College of Technology, Brooklyn, NY

Pursuing Bachelor's in Data Science, December 2022

Relevant Courses: Principles of Management, Marketing, Accounting, C++ Programming I, Logic and Problem Solving (Python)

Google Data Analytics Certification

Courses on Excel, google sheets, SQL, and Tableau

Udemy The Ultimate MySQL Bootcamp: Go from SQL Beginner to Expert

Worked on SQL heavily, used SQL to extract important information such as highest selling items, least and most active users on an application, etc.