

# JUSTIN SAENZ

## Skills

---

- SQL (SQL Server, MySQL, PostgreSQL)
- Python (Pandas, NumPy, SciPy, Matplotlib)
- Tableau
- Excel (VLookup, Conditional Formatting, Pivot Tables)
- Microsoft Azure (DataBricks, Azure Data Lake, Azure Data Warehouse)
- PySpark
- Microsoft Power BI

## Projects

---

**PYTHON: CORRELATION** – Personal Project April 2023  
Researched the correlation of factors that increased gross revenue.

- Organized the data by altering data types and dropping duplicates.
- Utilized scatter plot and heatmaps to detect a plausible correlation between the budget and gross revenue.

**SQL: DATA CLEANING** – Personal Project March 2023  
Cleaned data for Nashville housing.

- Deleted unused columns and duplicates using PARTITION BY and DROP statements.
- Utilized CASE functions with WHEN/ELSE statements to represent Boolean expressions.
- Manipulated the SUBSTRING function to represent the output in a subsequent manner.

**TABLEAU: COVID DASHBOARD** – Personal Project February 2023  
Designed intuitive and interactive Dashboard that displays the impact of Covid-19 around the world.

- Successfully extracted and imported Covid data from a secondary source to Tableau and created a Covid dashboard.
- Visually structured the global numbers, percent population Infected per country, and total deaths per continent in a single dashboard.

**SQL: DATA EXPLORATION** – Personal Project January 2023  
Explored present day COVID-19 Data from WHO

- Inputted mathematical functions to extract ratios in data, such as death rates and COVID-19 percentages.
- Analyzed statistical data extracted from summing global COVID-19 infection rates and leveraging the MAX function to find the highest death counts.
- Utilized the JOIN function to analyze the relationship between population and vaccination statistics to investigate further.

## Work Experience

---

**ADMINISTRATIVE ASSISTANT** – Rick's Detailing – Remote December 2022 - Present

- Data Entry and Management: Maintain databases of customer and supplier information, inventory, sales, and service records. Accurately enter data and generate reports as required.
- Customer Service: Provide excellent customer service by answering phone calls and emails, scheduling appointments, addressing customer inquiries and concerns, and ensuring customer satisfaction.
- Bookkeeping and Billing: Manage accounts payable and receivable, process invoices, and reconcile monthly financial statements. Assist in preparing and filing tax returns.
- Administrative Support: Assist the management team in day-to-day operations by performing general administrative tasks such as organizing files, ordering office supplies, and maintaining calendars. Prepare presentations, reports, and other documents as required.

## Education

---

**BACHELOR OF BUSINESS ADMINISTRATION IN CYBER SECURITY** May 2022  
The University of Texas at San Antonio