

EDUCATION

North American University	Houston, Tx
MBA in Business Analytics and Operations Management CGPA: 3.97/4.0	<i>May 2025</i>
Centro Escolar University	Manila, Ph
BSc. Business Administration, Major in Financial Management CGPA: 3.97/4.0	<i>June 2020</i>

EXPERIENCE

NORTH AMERICAN UNIVERSITY

Graduate Assistant Business Analyst

Houston, Tx
Feb 2023 – Present

- Conducted analysis to identify process inefficiencies and proposed actionable improvements, resulting in a 15% reduction in processing time.
- Developed and delivered clearly written, verbal reports on process assessments and workflow status, facilitating effective communication with stakeholders.
- Collaborated with the technical team to translate business requirements into effective solutions, ensuring adherence and improvement in quality standards by 15%.
- Analyze operational processes and stakeholders need to manage large volumes of documentation, ensuring 99% accuracy and adherence to deadlines.
- Collaborate with stakeholders to gather, document, and validate business requirements for various projects, ensuring alignment with organizational goals.

HNG TECH

Marketing Data Analyst Intern

Remote, Lagos Ng
Jan 2025 – Apr 2025

- Analyzed large-scale data using SQL, Excel, Python ensuring data accuracy and delivering quantitative reports to support data-driven decision-making.
- Built several dashboards including developing a global continuous improvement dashboard integrating inputs from diverse industries (Power BI, Tableau).
- Developed detailed reports and presentations to communicate findings to mentors and peers, which enhances understanding of complex topics and tasks.
- Collaborated with cross functional teams to streamline research process, write user stories, acceptance criteria and performed testing.
- Conducted keyword searches and analysis on competitor's products to gain insights on how they drive traffic and how to best improve our product.
- Functioned as a key team member by providing analytical coverage for the Telex data analyst team and ensuring continuous improvement alignment across all Telex teams.

INFOTECH IMPACT

Business Analyst Intern

Remote, Houston Tx
Jun 2024 – Oct 2024

- Collaborated with product owner, create, and maintain comprehensive documentation, including writing user stories, acceptance criteria, and drawing the workflow, to support project delivery.
- Engaged in User Acceptance Testing (UAT) processes, including coming up with test scenarios, and ensuring solutions meet stakeholders' requirements and adhere to quality standards.
- Assisted in the design and implementation of process improvement initiatives by utilizing business process mapping techniques, which enhanced operational efficiency and reduced processing time by 20%.
- Engaged in cross functional team collaboration to deliver high-quality solutions, ensuring clear communication and shared understanding across departments.
- Worked on the enhancement of CRM Marshal application, for better functionality and user-friendly accessibility.
- Conducted advanced data analysis using SQL, Excel. Python and PowerBI, created interactive dashboards which provided actionable insights to support data driven decision-making.

HNG TECH

Data Analyst Intern

Remote, Lagos Ng
Jun 2024 – Aug 2024

- Conducted in-depth research and data analysis to support projects, utilizing tools like Excel, SQL, Python to organize and interpret data, enhancing performance by 25%
- Developed detailed reports, presentations to communicate findings, to help understand complex topics and tasks.
- Worked with cross-functional teams to streamline research processes, performed keyword and market analysis for project Homework AI, to gain insights on how to best improve our product and rank better on search engines.
- Applied Agile methodologies to manage project timelines and deliverables, ensuring timely completion of tasks.

SKILLS & ANALYTICAL TOOLS

Technical Skills: SQL, Python, PostgreSQL, PowerBI, database concepts, Snowflake

- Data Analysis and Visualization: Microsoft Excel, Power BI, MySQL, Python
- Software and Tools: Microsoft Office Suite, Salesforce, Drawio, Figma

Soft Skills: Problem-solving, Analytical and Critical thinking, Time management, Attention to details, Communication, Adaptability.

Certification: Scrum Fundamentals Certified (**SFC**), Data Science & Analytics (**HP LIFE**), SEO I & II (**HubSpot Academy**)