



# Jhon Telthony Arnado

Administrator | Content Writer | Data Analyst

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## Experience

Onca Consulting LLC

Data Analyst

February 2024 – Present

Seattle, Washington

<https://www.linkedin.com/company/onca-consulting-llc/>

- Analyzed and interpreted complex data sets to provide actionable insights for strategic business decisions.
- Collected, processed, and performed statistical analyses on large datasets using tools like Excel, SQL, and Python.
- Developed compelling data visualizations to effectively communicate trends and patterns to stakeholders.
- Applied data recognition techniques to identify anomalies and optimize data-driven decision-making processes.
- Focused on learning and enhancing skills in Data Analytics, Data Visualization, and Recognition to support the company’s objectives.

Meliora Atta

Chief of Operations

August 2022 – Present

Quezon City

- Co-founded Meliora Atta, a company specializing in air conditioning and refrigeration services, focusing on contracts valued below PHP 1,000,000 (USD 17,000).
- Built and maintained a strong client base with long-term customers, ensuring monthly payments and annual contract renewals.
- Managed hiring, paperwork, billing, and all operational aspects, acting as the primary decision-maker for budgeting and execution.
- Developed and maintained the company’s website portfolio using Angular JS and JavaScript, enhancing the company’s online presence and client engagement by 25%.

Buoyant Industrial Systems Incorporated and Lucky3rd Global Corporation

Project Management Administrator

May 2023 – January 2024

Calamba, Laguna

<https://www.facebook.com/buoyantfilterslocalph>

- Managed overall operations for a project valued at PHP 38,000,000 (USD 600,000), ensuring smooth execution and adherence to timelines.
- Oversaw all project-related paperwork, including weekly ID renewals and hot work permits, maintaining compliance and operational efficiency.
- Acted as the primary liaison with government entities and clients, managing budgeting and billing processes.
- Played a multi-faceted role in ensuring project success through diligent oversight and coordination.

Beavers Electromechanical Works

Administrator

August 2020 – April 2023

Makati City

- Operates exclusively on commission-based projects. A family business.
- Oversees the company’s largest contract to date, managing a team of engineers and support staff.
- Manages workloads and deadlines to ensure successful project completion.
- Maintains strict budget adherence, ensuring projects remain within financial constraints.
- Delivers high-quality work while providing excellent customer service to meet the standards of Beavers Electromechanical Works.

## Education

Amazon Web Services

Cloud-Based

October 2024 – February 2025

Certification

3.7 GPA out of 4 GPA

<https://aws.amazon.com/training/restart/>

WorldQuant University

Data Science

August 2024 – Present

Coursework

<https://wqu.edu>

Mapua Malayan Laguna

Marketing Management

September 2022 – Present

Bachelors of Science in Business Administration

## Volunteering

The Green Institute

Research Fellow

August 2024 – Present

Ondo, Nigeria

<https://greeninstitute.ng/>

OneQuantum PH

Content Writer

July 2024 – Present

Quezon City

<https://www.quantumcomputing.ph/>

Philippine Army

Reservist Candidate

June 2023 – Present

Carmona, Cavite

<https://www.facebook.com/HNCRRCDGRESOMPA>

## Certifications

Google Data Advanced Analytics

Google

<https://www.coursera.org/account/accomplishments/professional-cert/CI8OGI7E86Y7>

Google Data Analytics

Google

<https://www.coursera.org/account/accomplishments/professional-cert/ZLXBSMJ8B9J4>

AWS Cloud Technology Consultant

Amazon Web Services

<https://www.coursera.org/account/accomplishments/professional-cert/LAX4SLFJVUN5>

HRCI Human Resource Associate

HR Certification Institute

<https://www.coursera.org/account/accomplishments/professional-cert/DSQTRTVFLGX7>

## Languages

English

CPE (C2)

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Spanish

Level 1 (A1)

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