

Mary-Jo Matea

Pretoria, Gauteng | +27 76 687 0204 | maryjomatea@gmail.com | LinkedIn: [linkedin.com/in/maryjo-matea/](https://www.linkedin.com/in/maryjo-matea/)

GitHub Portfolio: github.com/Mary-JoMatea | Tableau Portfolio: public.tableau.com/app/profile/maryjo.matea

Professional Summary

An enthusiastic, hard working, and recent BA graduate specializing in Geography and Anthropology, eager to pursue a challenging role as a Data/Bi Analyst or Consultant and willing to relocate. Proficient in data analysis, data cleaning, and data visualization with Tableau and Power BI. Solid understanding of SQL, Microsoft Excel (VLOOKUP, Pivot Tables), and data wrangling techniques. A logical thinker with strong problem solving, accountability, and analytical skills with a keen eye for detail. Seeking to learn and leverage my knowledge and enthusiasm to contribute to a dynamic team.

Technical Skills

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| • Microsoft SQL & PostgreSQL (Joins, Unions) | • Microsoft Excel Analysis (VLOOKUP, Pivot Tables) |
| • Data Cleaning and Preparation | • Data Wrangling and Manipulation |
| • Data Analytics and Analytical Skills | • Data Storytelling and Visualization (Power BI & Tableau) |
| • Data Analytics Consulting and Data Analysis | • Problem-solving and Troubleshooting |

Professional Development

Accenture Data Analytics and Visualization Virtual Experience on Forage | Apr 2023

- Cleaned large datasets in Microsoft Excel to analyse data and draw insights.
- Created engaging presentations of findings using Microsoft PowerPoint.
- Developed skills in data cleaning, data wrangling, and data analysis techniques.
- Gained a deeper understanding of data analytics and visualization concepts and techniques.

SQL For Beginners Course | Mar – Apr 2023

- Attained foundational knowledge in SQL, including query writing, querying databases, importing data, and data summarization.
- Utilized Microsoft SQL for executing SQL queries.
- Applied data visualization techniques to present insights effectively.

KPMG AU Data Analytics Consulting Virtual Internship Program on Forage | Feb – Mar 2023

- Extracted valuable insights and identified trends for the top 1000 high-value customers.
- Utilized Microsoft Excel and Tableau to analyse data and identify trends and insights.
- Gained experience in statistical techniques and concepts (regression, properties of distributions, statistical tests, etc.).
- Utilized audit software and technology tools, including the visualization tools Power BI and Tableau.

Projects

Covid-19 Data Exploration in SQL Dashboard

- Used SQL to explore a dataset of Covid-19 cases and deaths from the World Health Organization (WHO).
- Analysed the data to identify trends and patterns, such as the number of cases and deaths over time, the countries, and regions most affected by the pandemic, and the demographics of those affected.
- Created visualizations of the data using Tableau, such as bar charts, line charts, and maps.
- The visualizations revealed that the pandemic has had a disproportionate impact on certain countries and regions, such as Africa and South America. The visualizations also showed that the pandemic has had a significant impact on the elderly and people with underlying health conditions.
- The findings of this project can be used to inform public policy and help decision-makers make informed decisions about how to respond to the pandemic.

Superstore Sales and Profitability Executive Dashboard

- Developed an executive dashboard in Tableau to track and analyse sales and profitability data for a fictional superstore.
- The dashboard included visualizations of sales, profits, and other metrics over time, as well as by product category, customer segment, and store location.
- The dashboard was used by the superstore's management team to make informed decisions about inventory, pricing, and marketing campaigns.

KPMG New Customers Dashboard

- Created a Tableau dashboard to provide insights into new customer acquisition for KPMG.

- The dashboard included visualizations of new customer acquisition by source, product, and customer segment.
- The dashboard was used by KPMG's marketing team to identify and target new customer acquisition opportunities.

Education

Bachelor of Arts in Geography and Anthropology – University of Johannesburg | 2019 – 2022

Relevant Coursework: Geography GIS Practical Classes: Data Analysis

- Used ArcGIS to analyse spatial data.
- Performed statistical analysis.
- Created data visualizations

Certifications

- Accenture Data Analytics and Visualization Virtual Experience on Forage | Apr 2023
- Analytics Mentor SQL for Beginners Course | Apr 2023
- KPMG AU Data Analytics Consulting Virtual Internship Program on Forage | Mar 2023
- The University of Johannesburg Artificial Intelligence in the 4IR | Dec 2021

Professional Experience

Cashier | Piccadilly | Apr-Dec 2022

- Entered data into a computer system to track inventory levels and identify trends in customer spending.
- Provided excellent customer service, resulting in a 95% customer satisfaction rating.
- Managed transactions and maintained accurate records.
- Worked as part of a team to achieve sales targets and improve customer satisfaction.
- Communicated effectively with customers, managers, and other team members, both verbally and in writing.