

MAYERLIN DIAZ

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PROFESSIONAL SUMMARY

Data Analyst with hands-on experience in Python, SQL, Excel, Power BI, and Tableau. Strong background in documentation, reporting, data cleaning, and KPI modeling developed through technical projects and previous roles in operations, customer service, and engineering. Skilled in transforming raw data into insights and building dashboards that support informed decision-making. Highly motivated to contribute to data-driven teams with strong analytical thinking, attention to detail, and a continuous-learning mindset.

TECHNICAL SKILLS

- **Programming & Data:** Python (Pandas, NumPy, Matplotlib), SQL (PostgreSQL, MySQL), Jupyter Notebooks, GitHub.
- **Data Visualization & BI:** Power BI (DAX), Tableau, Excel dashboards.
- **Data Techniques:** Data cleaning, EDA, data validation, KPI modeling, ETL basics.
- **Tools:** GitHub, Google Colab, Excel Power Query
- **Domain Knowledge:** Financial analytics, portfolio analysis, risk indicators, KPIs.

PROJECTS

- **Automated ETF Reporting Pipeline (Python)**

Developed an automated pipeline for ETF data ingestion, cleaning, KPI computation (volatility, drawdown, returns), and anomaly detection using z-scores.

Produced automated Excel reports and modular configuration via YAML.

Skills: Python, KPIs, Automation, ETL, GitHub

Repo: github.com/MayeDiaz818

- **ETF Portfolio Analysis (Python, Excel, Power BI)**

Analyzed Canadian ETFs and computed KPIs such as returns, volatility, Sharpe ratio, and drawdown. Built a Power BI dashboard for portfolio comparison and allocation scenarios.

Skills: Python, Power BI, Finance Analytics

Repo: github.com/MayeDiaz818/Analyzing-Canadian-ETFs-to-Build-Smart-Portfolios

- **Financial Risk Analysis Dashboard (Python + Power BI)**

Processed multi-table datasets and calculated credit-risk indicators (LDR, DTI, DAR).

Designed an interactive Power BI dashboard for segmentation and risk classification.

Skills: Python, Power BI, Data Modeling

Repo: github.com/MayeDiaz818

- **Retail Sales Analysis (SQL + Tableau)**

Performed SQL joins, window functions, CTEs, and aggregations to explore sales patterns and customer behavior.

Dashboard created in Tableau.

Skills: SQL, PostgreSQL, Tableau

Repo: github.com/MayeDiaz818

PROFESSIONAL EXPERIENCE

Customer Service Associate – Latin Café, Toronto | Jan 2023 – Dec 2024

- Collected and analyzed daily operational data to identify patterns and service improvements.
- Reduced processing time by 15% through structured documentation and workflow adjustments.
- Maintained consistent quality standards through process tracking and reporting.

Owner-Operator – Mima's Kitchen, Las Vegas | Apr 2019 – May 2021

- Analyzed sales trends to identify profitability drivers, increasing revenue by 18%.
- Implemented inventory tracking to reduce waste by 25%.
- Managed operations using data-driven decisions for purchasing and budgeting.

Assistant Superintendent / OTTAC Construction SA- Colombia | Sep 2017 – Jan 2019

- Monitored project performance, schedules, and KPIs through detailed logs and weekly reports.
- Improved documentation processes, reducing reporting time by 25%.
- Conducted inspections and collaborated with engineers to ensure compliance and resolve quality issues.

EDUCATION & TRAINING

- Data Analytics Masterclass (Python, SQL, Excel, Power BI, Tableau) – (Udemy 2025)
- Engineering/Architecture Bridging Program – Humber College, Toronto (2023)
- B.Sc. Civil Engineering – Pontificia Universidad Bolivariana (WES Accredited) (2017)