

Milagros N. Cortez Tapia

Data Analyst | Exam Invigilator | Area Manager Intern

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Portfolio: <http://milic01.github.io>

Areas of Expertise

- | | | |
|--------------------|--------------------|----------------------|
| → R | → Tableau | → Google Drive |
| → Python | → Statistics | → Data Cleaning |
| → SQL | → Microsoft Office | → Data Visualization |
| → Power-BI | → Microsoft Excel | → Creating Reports |
| → Machine Learning | → Microsoft Word | → Spanish |
| → Data Analysis | → PowerPoint | → Japanese |

Education

September 2019 - June 2023

University of Alberta | Edmonton, AB, Canada

Bachelor of Science with specialization in Statistics

- GPA: 3.2
- Relevant Coursework: Statistics, Calculus, Probability, Population Genetics, Computing for Data Science, Data Mining, R, Python, SQL, and Japanese.
- Created an algorithm to estimate the area of nations using Monte Carlo estimation.

September 2017 - June 2019

Jasper Place High School, Edmonton, AB, Canada

Alberta High School Diploma

- GPA: 3.6
- Relevant Coursework: Statistics, Biology, Mathematics.
- Recognized with Honors with distinction in both 12th and 11th grade, reflecting exceptional scholastic achievements.

Personal Experience

February 2023 - PRESENT

IELTS | Edmonton, AB, Canada - Exam Invigilator

- Effectively facilitated the distribution of materials and exams to test takers during IELTS exams at NAIT.
- Collaborated with a team of 2-4 individuals to efficiently register and supervise test takers, adhering to IELTS guidelines.
- Maintained the accuracy and updated information of test-takers in the registration process.
- Demonstrated exceptional organizational skills and attention to detail in providing timely support to test takers.

February 2023 - June 2023

Edmonton, AB, Canada - Tutor

- Delivered personalized one-on-one tutoring sessions in statistics and R programming to first-year university students.
- Developed tailored study materials for individual students, correlating classroom topics with assignments.
- Offered supplementary assistance beyond scheduled sessions, to help students understand the class content.

June 2022 - August 2022

Amazon | New Westminster, BC, Canada - Area Manager Intern

- Worked with a team of 3-5 managers on-site to solve problems, write audits, and arrange associates to stations in a strategic way to meet the set goals of the shift.
- Analyzed data in relation to package errors in the shipping area of the YVR3 facility, and created a report outlining the problem, analysis, and suggested solutions to decrease the number of package errors.
- Used Microsoft Office tools, Google Drive, and Lucidchart to create an internship project report and presentation for stakeholders.

August 2021 - June 2022

American Eagle Outfitters| Edmonton, AB, Canada - Brand Ambassador

- Learned to use the Point of Service (POS) system to sell items from the store to customers.
- Applied my skills in English, Spanish, and French to help customers.
- Organized and folded items in the store, and contributed to sales to meet daily goals.

July 2021 - July 2021

Explore Edmonton | Edmonton, AB, Canada - HR Assistant

- Worked with a team of 5 to create contracts, files, and registration of employees into the payroll and management platform ADP.
- Used online tools for data entry from Microsoft Office including Outlook, Word, and Excel.

Certificates

Google Data Analytics Certificate, Coursera | June 2023

Emergency First Aid Certificate CSA Basic - Level A CPR and AED, Edmonton, AB, Canada | May 2022

DELTA A1, Quito, Ecuador | July 2017

Volunteer Experience

Hostile Terrain 94', Edmonton, AB, Canada | December 2020 and January 2021

English-Spanish Translator for CAMTA, Quito, Ecuador | February 2016 and February 2017