Exam Invigilator/Administrative Assistant

MILAGROS CORTEZ

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Education

BS WITH SPECIALIZATION IN STATISTICS – University of Alberta – Edmonton, AB   June 2023
Major: Statistics
GPA: 3.2
Relevant Coursework: Statistics, Calculus, Probability, Population Genetics, Computing for Data Science, Data Mining, R, Python, SQL.

Skills

- SQL (SQL Server)
- R (ggplot2, plotly, dplyr, caret, E1071, knitr, xml)
- Python (Pandas, NumPy, SciPy, MatPlotLib, Seaborn, StatsModels, PyGam)
- Tableau
- HTML and CSS

- XML, XSLT, and XPath
- MS Office including Excel (VLookup, Conditional Formatting, Pivot Tables)
- Microsoft Power BI
- Fluent in English and Spanish with basic knowledge of Japanese

Work Experience

GOVERNMENT OF ALBERTA (MINISTRY OF TECHNOLOGY AND INNOVATION)   September 2023 – Present
Administrative Assistant   Edmonton, AB, Canada

- Organized and kept the inventory of files in physical and digital form by recording them in Microsoft Excel.
- Scanned documents to back them up digitally and performed audits to ensure the completeness of digital files.

IELTS   February 2023 – Present
Exam Invigilator   Edmonton, AB, Canada

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

AMAZON   June 2022 – August 2022
Area Manager Intern   New Westminster, BC, Canada

- Worked with a team of 3-5 managers on-site to write audits, optimize production, and manage associates in a strategic way to meet set goals.
- Created a report as part of an internship project where I researched and analyzed data in relation to package errors in the shipping area of YVR3 facility. Used **R** and **Excel** to clean and manipulate data find the root cause of the problem and suggest methods to decrease the number of package errors.
- Used **Microsoft Word**, **PowerPoint**, and **Lucidchart** to create an internship project report and presentation to stakeholders.

AMERICAN EAGLE OUTFITTERS   August 2021 – June 2022
Sales Associate   Edmonton, AB, Canada

- Organized items in the store and used the Point of Service (POS) system to sell items, applied my skills in Spanish to help customers, and contributed to sales meeting sales goals.

EXPLORE EDMONTON   July 2021
HR Assistant   Edmonton, AB, Canada

- Used Human Resources Information Systems (HRIS) including ADP to input and retrieve data, maintain employee records, and ensure data accuracy and confidentiality.
- Worked with a team to create contracts, files, and registration of employees into the payroll system.
- Reconciled employee discrepancies in employee records, and used **Microsoft Excel** to input data, create **pivot tables**, and conduct data audits.

Projects

[PROVINCIAL ELECTRICITY GENERATION DASHBOARD](#) –Personal Project– Edmonton, AB   August 2023

- Created a dashboard with **Power BI** to compare electricity generation in Canadian provinces.
- Transformed and processed the data downloaded from Kaggle by using **DAX** and **Excel** to ensure data completeness and validity.

[BUSINESS SALES DATA CLEANING AND EDA](#)– Personal Project –Edmonton, AB   August 2023

- Utilized **SQL** to extract data from 2 different related tables from a business database available in Kaggle using **JOIN.**
- Cleaned the data removing rows with **NULL** values using **DELETE** and verified for data integrity.
- Loaded and visualized data with **Python** to identify if there is seasonality in the data and what can be seen between 2019 and 2020 in the volumes and amounts of deliveries using **Jupyter Lab, MatPlotLib**, and **Seaborn.**
- Compiled a report in GitHub.

[PALMER ARCHIPELAGO PENGUIN DATA](#)– Personal Project – Edmonton, AB   August 2023

- Utilized **Python** to analyze 334 penguins of three penguin species recorded in the Palmer Archipelago.
- Performed **data cleaning** and **data manipulation** to successfully analyze the data.
- Aggregated and visualized the data by using **pandas, Seaborn, NumPy,** and **MatPlotLib** to compile a professional report in **Jupyter Lab.**

[2023 HENLEY GLOBAL PASSPORT INDEX DASHBOARD](#)– Personal Project – Edmonton, AB   August 2023

- Created a dashboard with **Tableau** to compare between Rank and Visa Free Destinations of passports according to the recent Henley Global Passport Index data.
- The dashboard and accompanying data visualization provide a comprehensive understanding of global travel privileges and visa-free access.

[BIKE-SHARE CASE STUDY REPORT](#)– Personal Project – Edmonton, AB   July 2023

- Utilized **R Studio** to perform a data analysis on 5,829,031 bike rides from a fictional bike company in Chicago.
- Performed data cleaning, transformations, and text analysis to identify the type of customers, ride times, and location of two major customer groups.
- Aggregated and visualized the data by using **ggplot2, dplyr, lubridate,** and **egg** to compile a professional report in **R Markdown.**
- The report aims to analyze customer data from the past 12 months to provide insights to the Cyclistic's marketing branch to consider in its new marketing strategies.

[OPTIMIZING THE ACKLEY FUNCTION AND MODELING THE NILE RIVER](#)– Personal Project – Edmonton, AB   April 2023

- Utilized **R Studio** and **R Markdown** to create a two-part report where I optimize the Ackley function and model the Nile River using the Robins-Monro Algorithm.
- Optimizing the Ackley function was done by using a search domain consisting of a hypercube in d = 2, 4, and 6 dimensions, and using the three basic search methods of SRS, LRS, and ELRS.
- Modeling the Nile River was sone using the **R** Nile dataset, a gradient loss function, and the Robins-Monro Algorithm at d = 2, 4, and 6 dimensions.