Milagros N. Cortez Tapia

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Education

University of Alberta   Edmonton, AB, Canada
Bachelor of Science with Specialization in Statistics   September 2019 - June 2023

- GPA: 3.2/4.0
- Relevant coursework: Statistics, Calculus, Probability, Population Genetics, Data Mining, R, Python, SQL
- Computing for Data Science Project: Estimating the Area of Nations using Monte Carlo Estimation

Jasper Place High School   Edmonton, AB, Canada
Alberta High School Diploma   September 2017 - June 2019

- GPA: 3.6/4.0
- Relevant coursework: Statistics, Biology, Mathematics
- Honors with distinction in 12th and 11th grade.

Professional Experience

IELTS   Edmonton, AB, Canada
International organization dedicated to testing English language proficiency.   February 23, 2023 - Present
IELTS Invigilator at NAIT

- Provided test takers with materials and exams in a timely manner during the exams.
- Worked on a team of 2-4 people to register and monitor test takers following the guidelines established by IELTS.
- Ensured the test takers' information was updated and accurate in the documents provided during the registration period.

Freelance Tutor   Edmonton, AB, Canada
Tutor   February 2, 2023 - June 2019

- Provided a 1 on 1 tuition of statistics and R to first-year university students.
- Created customized notes for each student that show the connection between the learned subjects in class to assignments and labs.
- Provided additional support outside of regular sessions to ensure students understood concepts covered in class.

Amazon   New Westminster, BC, Canada
Manager Intern for YVR3   June 20, 2022 - August 26, 2022

- 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 of a specific error category.
- Collaborated with facility managers to test the suggested solutions of the report in the shipping area of the facility.
- Used Microsoft Office tools, Google Drive, and Lucidchart to create an internship project report and presentation for stakeholders.

American Eagle Outfitters — Edmonton, AB, Canada
Brand Ambassador (Sales Associate) at West Edmonton Mall — August 23, 2021 - June 10, 2022

- Learned to use the POS (Point of Service) system to sell items from the store to customers directly.
- Applied my Spanish and basic French skills to help customers around the store.

Explore Edmonton — Edmonton, AB, Canada
Human Resources Assistant — July 9, 2021 - July 27, 2021

- 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, mainly from Microsoft Office including Outlook, Word, and Excel.

Volunteer Experience

Hostile Terrain 94' — Edmonton, AB, Canada
Volunteer — Winter 2020

- Volunteered to write given information from data sheets into tags for an art installation at the University of Alberta.

CAMTA (Canadian Association of Medical Teams Abroad) — Quito, Ecuador
English - Spanish Translator and Interpreter — Spring 2017 and Spring 2016

- Worked in a fast-paced environment to translate between Canadian doctors and Ecuadorian patients at a hospital in the North of Quito.

Additional Certifications

Google Data Analytics Professional Certificate — Coursera
July 9, 2023

- SQL: perform queries, sort and filter data using SQL queries, and convert datatypes using SQL functions.
- Create data visualizations and dashboards using Tableau.
- Create presentations from data analysis results.
- Create reports in R Markdown.
- Create data cleaning reports and maintain changing logs.
- Spreadsheets: cleaning data, sorting and filtering data, and creating pivot tables.
- Created a case study report on data provided by the google analytics certificate where I applied skills in R Markdown, R, data cleaning, and creating changing logs.

Emergency First Aid Certificate — Edmonton, AB, Canada
CSA Basic - Level A CPR and AED — May 7, 2022

Certificate of participation at the 30th Alberta District Japanese Language Speech Contest — Edmonton, AB, Canada
March 7, 2021

DELF A1 — Quito, Ecuador
Passed basic French at the A1 level — July 2017

Additional Information

- **Languages:** Proficient in Spanish and basic knowledge of Japanese and French.
- **Coding Skills:** Previously worked with SQL, Python, and R coding languages.
- **Cultural Experience:** Visited over 10 countries in 2 continents and lived in 3 countries.
- **Personal Interests:** Avid reader, traveller, hiker