

Milagros N. Cortez Tapia

Edmonton, AB, Canada | +1 (587) 336-4762 | milicortez2445@gmail.com | LinkedIn: www.linkedin.com/in/milagros-cortez-91074020a | Online Portfolio: milic01.github.io

Education

University of Alberta

Bachelor of Science with Specialization in Statistics

Edmonton, AB, Canada
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

Alberta High School Diploma

Edmonton, AB, Canada
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

International organization dedicated to testing English language proficiency.

IELTS Invigilator at NAIT

Edmonton, AB, Canada
February 23, 2023 - Present

- 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 information of test takers was updated and accurate in the documents provided during the registration period.

Freelance Tutor

Tutor

Edmonton, AB, Canada
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

Manager Intern for YVR3

New Westminster, BC, Canada
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 managers of the facility 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

Brand Ambassador (Sales Associate) at West Edmonton Mall

Edmonton, AB, Canada
August 23, 2021 - June 10, 2022

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

Explore Edmonton

Human Resources Assistant

Edmonton, AB, Canada
July 9, 2021 - July 27, 2021

- Worked with a team of 5 in the creation of 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'

Volunteer

Edmonton, AB, Canada
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)

English - Spanish Translator and Interpreter

Quito, Ecuador
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
Online
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 maintaining changing logs.
- Spreadsheets: cleaning data, sort and filter 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

CSA Basic - Level A CPR and AED

Edmonton, AB, Canada
May 7, 2022

Certificate of participation at the 30th Alberta District Japanese Language Speech Contest

Edmonton, AB, Canada
March 7, 2021

DELF A1

Passed basic French at the A1 level

Quito, Ecuador
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, traveler, hiker

References Available Upon Request