

## OLGA BURIAKOVA

Data Analytics

oburiakova1@gmail.com | 781-864-4265 | Lynn, MA

[LinkedIn Profile](#)

[Data Analyst Portfolio](#)

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### PROFESSIONAL SUMMARY

Results-driven professional transitioning into Data Analytics with a strong foundation in project management and HR coordination. Focused on developing Python, SQL, and Excel expertise through guided Data Analytics projects and a comprehensive program. Demonstrated ability to analyze complex datasets and generate actionable insights to inform business decisions. Multilingual communicator (English, Spanish, Russian) passionate about data-driven solutions.

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### CORE SKILLS

- **Programming & Analysis:** Python (pandas, NumPy), SQL, Excel
  - **Web Analytics:** Google Analytics
  - **Data Visualization:** Tableau, Excel Pivot Tables
  - **Data Cleaning & Transformation:** Data Preprocessing, Handling Missing Data
  - **Statistical Analysis:** Regression Analysis, Hypothesis Testing
  - **Project Management:** Cross-functional team leadership, task coordination
  - **Soft Skills:** Problem-solving, critical thinking, adaptability, mentoring
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### PROFESSIONAL EXPERIENCE

#### **Independent Data Analytics Projects** *February 2025 – Present*

Developing real-world data analytics projects to apply and deepen skills. Working with various datasets using Python, SQL, Excel, and Tableau to solve business problems and build a portfolio. Continuously improving analytical abilities and staying current with industry practices.

#### **Full-Time Data Analytics Study** *January 2024 – January 2025*

Completed a comprehensive Data Analytics program focused on Python, SQL, Tableau, Excel, and Statistics. Used tools such as Jupyter Notebook, PostgreSQL, Tableau, and GitHub to perform data analysis, build dashboards, and manage projects. Gained hands-on experience analyzing datasets, creating visualizations, and deriving actionable insights to support data-driven decision-making.

#### **HR Coordinator/Manager** *All At Home Healthcare | Boston, MA | February 2019 – September 2023*

Created monthly performance and compliance reports using company IT systems, improving team productivity by 15%. Conducted data analysis to optimize recruitment strategies, leading to a 40% increase in applicant pool size. Developed systems for tracking and ensuring compliance, reducing audit preparation time by 20%. Facilitated team communication for Spanish and Russian-speaking employees, enhancing onboarding efficiency.

#### **HR Associate & Office Clerk** *All At Home Healthcare | Boston, MA | November 2017 – February 2019*

Developed an Excel-based tracking system that reduced manual data entry time by 30%, improving data accuracy. Ensured compliance through meticulous monitoring and organization of critical employee files.

## EDUCATION

**Data Analytics Technology Program** *Visible Edge Institute, Nashua, NH | 2024*

Courses: Python, SQL, Tableau, Microsoft Excel, Data Analysis Foundations

**Master's Degree in Architecture** *Rostov-on-Don Architecture Institute, Russia | 1987-1993*

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## PROJECTS

- **Restaurant Order Analysis – SQL** *Maven Analytics (March 2025)*  
Analyzed order data for a restaurant to identify customer preferences and optimize menu performance. Provided actionable insights to enhance customer engagement and increase profitability.
  - **Coffee Shop Sales Analysis – Excel** *Maven Analytics (March 2025)*  
Analyze sales data for a coffee shop chain to identify customer trends and optimize business operations. Provided actionable insights to improve sales performance and profitability.
  - **Global CO2 Emissions – Tableau** *Maven Analytics (March 2025)*  
Design an interactive Tableau dashboard analyzing global CO2 emissions trends. Integrated multiple data sources to track country-wide emissions over time. Provided insights into emission reductions and key contributors to climate change.
  - **Airbnb Listing in Paris – Python** *Maven Analytics (February 2025)*  
Analyze Airbnb listings in Paris using Python to identify key trends in pricing, availability, and property types. Developed a model for predicting pricing based on historical data.
  - **Python Programming & Data Analytics with Pandas**  
*Visible Edge Institute, Data Analytics Technology Program (August 2024)*  
Developed 11 Python projects focusing on data manipulation, Object-Oriented Programming (OOP), and applying Python techniques to real-world problems. Proficient in pandas for handling 1D, 2D, and 3D datasets.
  - **Tableau Dashboard Projects**  
*Visible Edge Institute, Data Analytics Technology Program (May – June 2024)*  
Executive Retail Sales Analytics project for Maven Supplies:  
Designed an interactive Tableau dashboard to track KPIs (sales, profit, units, returns), analyze category profitability, and identify high-value customers.  
Customer Performance Analytics project for Bank Maven: Created a BI solution to track KPIs (transactions, customer count), analyze churn, and identify at-risk accounts.
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## CERTIFICATIONS

- **PCEP - Python Certified Entry-Level Programmer**, issued by Python Institute  
*(January 18, 2025)*
  - **Tableau Desktop Specialist Certification** *(July 16, 2024)*
  - **Six Sigma Global Institute Certificate of Data Analytics Professional** *(May 18, 2024)*
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## TECHNICAL PROFICIENCY

- **Software:** Microsoft Office Suite, Google Spreadsheets, Jupyter Notebooks, GitHub
- **Programming & Tools:** Python (Pandas, NumPy), SQL, Tableau, Excel Pivot Tables, Google Analytics