RICARDO MIRVILLE | *PORFOLIO*

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Professional Summary

Highly experienced people-oriented data professional with a demonstrated history of supporting a variety of customers/clients and managing large-scale complex databases. Skilled in collaborating with cross-functional teams to design interactive dashboards resulting in improved decision-making processes and a reduction in data analysis time. Skilled at optimizing visualizations based on user feedback and data analysis, driving increased user engagement and satisfaction.

Technical Skills

- **Languages:** SQL, Python
- **Tools:** Excel, Power BI, PostgresSQL, Jupiter Notebook, VSCode
- **Soft Skills:** Data Processing, Stakeholder Management, Visualization, Database Management, Statistical Analysis

Work Experience

Database Analyst   December 2022 - Current

Hay House Publishing - Remote

- Research and troubleshoot complex issues with internal databases; quickly reorganizing, restructuring, and implementing solutions to problems in a quick and effective manner minimizing disruptions to end-users
- Develop and build databases and visualizations for web applications to both national and international cross-functional teams
- Analyze new implementations by thoroughly inspecting for errors and misinformation to protect system integrity
- Strategize and execute end to end process of creating dashboards and visualizations specific for customer needs ensuring ease of use and interpretation for stakeholders and end-users.
- Assisted in an internal automation process linking data from Microsoft EXCEL to PostgresSQL Redshift software resulting in increased efficiency
- Cross-functionally collaborate with functional partners to provide any necessary support, technical needs, and training as needed

- Increase dashboard refresh speed by streamlining database key tables into Materialized Views
- Manage strict dashboard reporting deadlines while ensuring accuracy and compliance with requested specifications.
- Continually update and develop SOP's to ensure proper procedures are standardized resulting in increased efficacy and consistent ways of working for all team members

DATA SPECIALIST   December 2021- November 2022

CEMEX - West Palm Beach, FL

- Cleaned and evaluated source data to locate needed information using SAP
- Input numerical data into multiple databases ensuring accuracy and efficiency
- Independently problem-solved data discrepancies and review key information prior to publication
- Sourced and compiled confidential data maintaining strict confidentiality of essential organizational information
- Ensured optimal quality levels to prevent critical errors and support team performance targets
- Sorted documents and maintained an organized filing process
- Corrected data entry errors to prevent duplication or data degradation.
- Reviewed and updated client correspondence files and database information to maintain accurate records.

Sales Representative   January 2019 to November 2021

National Income Life Insurance Co. – Greater NYC Metro Area

- Networked and developed prospects from current commercial customers, referral leads, and sales leaning on the ability to build rapport and a variety of sales strategies
- Prepared, scheduled, and launched 5-8 extensive (1-2 hours in length) presentations per day by utilizing Zoom software to increase meeting flexibility
- Outlined and clearly explain applicable benefits and coverage policies to potential clients resulting in an average monthly sale rate of >75%
- Ensured policy requirements are fulfilled including, but not limited to, any necessary medical examinations, personal data entry, and completion of appropriate forms
- Examined and determined problem areas resolving issues related to profitability and business objective achievement

Certifications

o MIT Applied Data Science Program: Leveraging AI for Effective Decision-Making   June 2025 - Pending

o Microsoft Certified: Power BI Data Analyst Associate | Certificate   February 2024

- **Report & Dashboard Development**: Build interactive reports and dashboards by selecting the right visualizations, configuring filters, and enhancing user experience with effective design principles.
- **Data Preparation & Transformation**: Use **Power Query** to clean, transform, and load data efficiently from multiple sources, ensuring high-quality and well-structured data for analysis.
- **Advanced Analytics & DAX**: Perform in-depth analysis using **DAX functions**, time intelligence calculations, AI Insights, and custom measures to identify trends, outliers, and actionable insights.
- **Collaboration & Deployment**: Manage datasets, create and share workspaces, and implement deployment strategies to ensure smooth collaboration and accessibility for Power BI users.

- Data Analytics Professional Certificate (Google) | [Certificate](#)   August 2022
  - Acquired expertise in data cleaning, analysis, & visualization along with their tools Excel, SQL, R Studio programming, and Tableau
  - Mastered fundamentals in visualization by presenting data findings in dashboards, presentations, and commonly used visualization platforms

Education

The State University of New York College (SUNY) at Cobleskill, Cobleskill, NY | *Bachelor of Science*
Massachusetts Institute of Technology(MIT) Cambridge, MA | *12 Week Program*