

RICHMUND GARCES ALLORDE



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richmund23.github.io/Resume



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CAREER OBJECTIVE

Secure a responsible career opportunity in an organization where my technical skills, analytical mindset, and versatility can greatly contribute to the company's success.

EXPERIENCE

• Data Management Analyst

Information Professionals, Inc. (Quezon City)

August 2023 – present

- Automated tasks using macro scripts to streamline operations for a pharmaceutical company (Project BAU).
- Conducted daily and monthly data processing activities to ensure accuracy and timeliness of information.
- Conducted data mining and effectively presented findings using spreadsheets and databases.
- Created and maintained datasets and dashboards for efficient data management and analysis.
- Enhanced existing reporting processes and templates to improve data visualization and accessibility.
- Implemented new reporting processes and templates using business intelligence tools, managing ad hoc and recurring reports.

• Instruction Specialist

Fame Academy of Science and Technology, Inc. (Taal, Batangas)

March 2021 – June 2023

- Applied OMR (optical mark recognition) in checking exams.
- Automated tasks using macro scripts.
- Coached Quiz Bee teams.
- Created educational content (PowerPoint and Videos).
- Designed electronic templates of forms.
- Handled Analytic Geometry, Calculus, and General Physics.
- Lead a team in conducting a series of quiz bee eliminations.
- Performed data collection and data entry.
- Provided insights into decision-making in academic matters.

• Intern Technical Staff

PLDT (Boni Avenue, Mandaluyong City)

May 2019 – July 2019

• Intern IT Support

Inspiro formerly known as SPiCRM (Libertad Site, Mandaluyong City)

June 2017 – March 2018

EDUCATION

Bachelor of Science in Electronics and Communications Engineering

*Rizal Technological University
(December 2020)*

SKILLS

- Adaptability
- Analytical
- Artificial Intelligence Tool (ChatGPT)
- AutoCAD
- Basic Programming
- Creating Data Visualizations
- Critical Thinking
- Data Cleaning
- Data Collection
- Data Entry
- Data Reporting
- Flexibility
- MS Office (Excel, PowerPoint, Word)
- Organizational
- Power BI
- Presentation
- Problem-Solving
- SQL Server Management Studio
- SSIS
- Tableau
- Time Management
- Willingness to Learn

CERTIFICATIONS

- Autodesk Certified User – Certiport
- Class C Amateur Radio Operator – NTC
- Google Data Analytics – Coursera
- Power BI Masterclass – DataSense Analytics

PROJECTS

- **Adventure Works Sales Dashboard**

Power BI Masterclass Activity – shows the regional, sales, and product analyses.

- **Cyclistic Bike-Share Analysis**

Google Data Analytics Capstone Project – a case study that aims to identify how customers of Cyclistic company use bikes differently.

Tableau Dashboard – shows the data visualizations for Cyclistic Bike-Share Analysis

- **Instructor Dashboard**

Power BI Dashboard – summarizes the details and assessment results of the students.

- **Market Analysis Dashboard**

Power BI Dashboard – summarizes the revenue by country, product, and manufacturer.

- **MS Excel Electronic Templates**

Personal Excel Templates – templates of forms used with the inclusion of some macro-enabled workbooks.

- **Performance of Qatar in the 2022 FIFA World Cup**

Power BI Masterclass Challenge Activity – shows the performance of Qatar in past matches.

- **Personal Finance Dashboard**

MS Excel Dashboard – shows income, expenses, and the target vs actual budget based on user input.

- **Project Duino**

Compilation – video lectures for Arduino

- **Project Matheux**

Compilation – video lectures for Analytic Geometry

- **SSD Daily Offtake**

MS Excel Dashboard – can be used to monitor daily offtake.

Tableau Dashboard – can be used to monitor daily offtake.

- **United Nations Sustainable Development Goals**

Power BI Masterclass Final Activity – an SDG tracker (SDG 7 | Affordable and Clean Energy).

CHARACTER REFERENCES

- **ENGR. JAIME P. LICUANAN**

Tier 3 Network Engineer

Intrado Corp, US

- **RAPHAELLA BIANCA S. VALENCIA, RPM**

Guidance Counselor / Instruction Specialist

Fame Academy of Science and Technology, Inc.

- **ENGR. RUFINO O. OCHOCO, JR.**

Radio-TV Operations Engineer / Technical Director

ABS-CBN Corporation

Part-Time Instructor

Rizal Technological University

* Contact details available upon request.