






# RICHMUND GARCES ALLORDE

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## EXPERIENCE

### • Data Management Analyst

*Information Professionals, Inc. (Quezon City)*

*August 2023 – October 2024*

- Automated tasks using macro scripts to streamline operations for a pharmaceutical company (Project BAU).
- Conducted daily and monthly processing activities to ensure accuracy and timeliness of information.
- Conducted data mining and efficiently presented findings using spreadsheets and databases.
- Created and maintained datasets and dashboards for efficient data management and analysis.
- Enhanced existing reports and 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.
- Developed an application tool that can be used to validate existing datasets.

### • Instruction Specialist

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

*March 2021 – June 2023*

- Applied OMR (optical mark recognition) in checking assessments.
- Automated tasks using macro scripts.
- Coached Quiz Bee teams.
- Created educational contents (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 patterns.

### • 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 Python Programming
- Critical Thinking and Problem-Solving
- Data Cleaning
- Data Collection
- Data Entry
- Data Reporting
- Flexibility
- MS Office – Excel, PowerPoint, Word
- Organizational
- Power BI
- SQL
- SSIS
- Tableau
- Time Management
- Willingness to learn

## CERTIFICATIONS & QUALIFICATIONS

- 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.*

- **Daily Offtake Report**

*MS Excel and Tableau Dashboard – can be used to monitor daily offtake and status of inventory.*

- **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 Electronic Templates**

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

- **OSA Report**

*MS Excel and Tableau Dashboard – can be used to monitor daily offtake and on-shelf availability of items.*

- **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*

- **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*

- **Ms. 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*