Sabrina Minaya

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👤 Summary

Passionate and detail-oriented professional with over 3 years of experience in data analysis, product support, and related roles. Solid understanding of data management concepts and principles focusing on ensuring accuracy, quality, and compliance. Passionate about technology, especially its application to improve people's lives. Proven track record of collaborating with cross-functional teams, providing user support, and optimizing data products for enhanced functionality and user experience.

🎓 Education

01/2017 – 12/2019   BOSTON, MA
Associate Degree in Computer Science
Bunker Hill Community College
- GPA: 3.7

01/2020 – 01/2022   BOSTON, MA
Bachelor of Science in Computer Science
Boston University
- GPA: 3.8

⚗️ Skills

– PROGRAMMING LANGUAGES
SQl
Python
R

– SOFTWARE
Microsoft Power BI
Microsoft Excel
Microsoft Team
MS SSRS Report Builder
Tableu
Google Apps
Survey Monkey
Airtable Cloud

– LANGUAGES
Spanish
English

☑️ Certificates

09/2023
Challenge Coin Award
BPD Technology Service Division
Recognition for exemplifying the mission and values of innovation, expertise, and guidance.

💼 Experience

04/2020 – 10/2022   BOSTON, MA
Data Administrator
ABCD Head Start

- Monitor and analyze employee, family, and program data using the program's database systems and Microsoft Excel.
- Train 50+ new and existing employees on the program's database system.
- Assist with data collection, entry management, ongoing monitoring, and reporting regarding self-assessment and program development.
- Make public presentations to a wide range of staff to explain survey results in PowerPoint.
- Act as secondary Liaison between ABCD and representative/technical support staff from database system creators and companies to maintain software updates, advocate for agency needs, and use all the software features to their fullest potential.
- Create and maintain product documentation, including user guides and training materials.
- Provide technical support and assistance to the Central office and local program staff regarding the collection, entry, management, and monitoring of data in conjunction with the Data Analysis Manager.

10/2022 – PRESENT   BOSTON, MA
Data Processing System Analytics
Boston Police Department
- Analyze current business practices to recommend and implement technology solutions.
- Work with stakeholders for the development of forms reports, and data visualization.
- Develops customer-facing dashboards by modeling and aggregating data from multiple databases, source systems, and servers.
- Handle sensitive and confidential data for analyzing purposes.
- Ensure data integrity across all department computer applications installed using industry-standard tools and techniques.
- Perform analyzes in a relational database environment, including developing SQL queries and store procedures.
- Conduct training sessions for internal teams and stakeholders to educate them on product features and benefits.
- Provide user support, troubleshoot issues, and guide stakeholders in effectively utilizing product features.