Tongai Zinaka

Entry-level Business and Data Analyst

Highly motivated and results-oriented recent Computer Science graduate eager to launch a data analyst career. Proficient in Power BI, SQL, and Python, with a strong foundation in data cleaning, preprocessing, and visualisation. Proficient in programming languages such as Python and SQL. Strong attention to detail and ability to work collaboratively in team settings.

✉ tongaizinaka@gmail.com

☎ +263772207711

📍 Chiredzi, Zimbabwe

in linkedin.com/in/tongai-zinaka

Ⓢ Tongai Zinaka

SKILLS

Microsoft Power BI

SQL Python

Microsoft Excel R

Data Cleaning and Preprocessing

Data Visualization and Modeling

Dax Teamwork

Problem Solving

LANGUAGES

English
Native or Bilingual Proficiency

Shona
Full Professional Proficiency

Japanese
Elementary Proficiency

INTERESTS

Basketball

Football Travelling

Gaming

Music Production

EDUCATION

Bachelor's of Science in Computer Science
University of the People

07/2022 - 01/2025   *Pasedena CA, USA*

Courses

- Databases
- Python
- Information Retrieval
- Statistics
- Data Mining and Machine Learning
- Data Structures

WORK EXPERIENCE

Remote Data Analyst (Volunteer)
Guardian's Embrace

05/2025 - Present   *San Diego, USA*
Non-profit Organization

Achievements/Tasks

- Spearheaded the design and development of the non-profit's first end-to-end financial data system, providing real-time visibility into donations, expenses, and investments to support strategic decision-making.
- Engineered a robust data pipeline to automate donation tracking by integrating Zeffy with Google Sheets using Zapier and advanced formula-based data transformation, eliminating 100% of manual entry for new donations.
- Developed a sophisticated data model within Google Sheets, utilizing complex array formulas (SPLIT, IFERROR, ARRAY_CONSTRAIN) to automatically parse, clean, and structure raw data into an analysis-ready format.
- Currently developing interactive Power BI dashboards to visualize key performance indicators (KPIs), including cash flow analysis, donation trends by cause/region, and donation lifecycle status tracking.
- Managed the project lifecycle from requirements gathering to execution using ClickUp, including creating process flowcharts and communicating technical requirements to non-technical stakeholders.

Contact : Maxwell Bedley - maxwell@guardiansembrace.org

CERTIFICATES

Microsoft Certified: Power Bi Data Analyst Associate (11/2022 - Present)

Network and Application Security (06/2024)

IGCSE Cambridge Advanced Level (11/2018)

IGCSE Cambridge Ordinary Level (11/2015)

International Computer's Driving License (06/2013)

ACHIEVEMENTS

Deputy Head Boy of South Eastern College (01/2018 - 11/2018)

Captained Midlands Provincial Basketball Team (03/2015)

Captained Midlands Provincial Hockey Team (07/2015)