

# Olqa Zvereva

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## PERSONAL SUMMARY

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*Data analyst with almost 3 years of experience in IT and sociology fields. Bachelor's degree in Informational Technologies and skills in data manipulating, and advanced statistical processes. Have expertise in Python, SPSS, PowerBI, and Excel tools along with frequent conference participation and published article. My goal is to apply my skills to improve efficiency and increase revenue*

**Git:** <https://github.com/Zv-842>

**Languages:** Russian – fluent, English, Azerbaijani – Upper-Intermediate, Chinese – HSK 2

## EDUCATION AND AWARDS

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**Azerbaijan Architect and Construction University**

2018-2022

*Bachelor's Degree in Information Technologies*

- Awarded University Scholarship 2018-2020
- Successfully passed exams for transferring to the program with English as an instruction language
- Rated to be in the top 20 students

**McKinsey's Forward program**

June 2022 – present

- Discovered critical leadership skills needed in the future of work through digital, self-paced level
- Acquired concepts of problem-solving (hypothesis-led, ad-hoc approaches, etc.)
- Learned MART and EPIC concepts in daily work

**Internship at A2Z Company**

Feb 2022- June 2022

*Data analyst*

- Gathered, analyzed data, and created dashboards in PowerBI to show significant trends and patterns
- Implemented a new method of data on MySQL
- Ensured consistency in the company's operation by managing documentation in the department

## WORK EXPERIENCE

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**Novo az (Globus Center)**

Jan 2021 – Jan 2022

*Assistant of the Head of the Department of Information Technology and Software*

- Coordinated data from surveys using Pandas, Matplotlib, and statistics which reduce the time to finally report by 50%
- Made data cleaning processes for big datasets (>500.000) with SQL and Python tools
- Made data cleaning, mapping, analyzed, and visualized data (determined structure, goals of projects, knowing A/B testing)
- Implemented regression analysis that increased the company's revenue
- Controlled and planned the work process in specific ways to exclude risks, thereby, optimizing the whole system

**Novo az (Globus Center)**

Oct 2019 – Dec 2021

*Sociology Researcher*

- Oversaw the process of data cleaning to ensure consistency in the company's functioning. (strong background in statistics: descriptive, correlation, factor, logistic, probabilities, etc.)

- Prepared and presented the reports in PowerPoint which helps the chief of the department
- Came up with leading questions necessary for effective interviews

#### **Awards and achievements**

- Promotion to the leading position of assistant to the head of the IT department
- Bonuses and performance awards due to the promotion of the idea in projects 2019-2020

#### **PUBLICATIONS**

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| - <i>Social Management as the main tool to increase the companies' effective in some segments of society</i> - AACU University journal | May 2021 |
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#### **ACTIVITIES**

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| - Participated in Future Youth Summit on Social Innovation Solution | Apr. 2020- Apr. 2021 |
| - 43rd Scientific Conference of Students in Baku                    | May 2021             |

#### **PERSONAL AND PROFESSIONAL SKILLS**

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**High learnability:** completed courses: Python Bootcamp from Zero to Hero in Python by Jose Portilla, Python course learning Pandas library for Data Analyze, Microsoft Power BI Desktop for Business Intelligence by Chris Dutton

**Collaboration:** instructed and made teamwork with colleagues to increase productivity and challenged to explore new capabilities

**Critical Thinking:** understood the patterns and trends and normalized data in databases