

# Ana Conceição

D A T A   A N A L Y S T



## About me

Entry-level Data Analyst with 2 years of professional experience in Sales Performance Analysis in Excel. Self-motivated with a strong understanding of SQL, Power Bi, and Python. Currently employed as a VBA Developer at HN Services.

## Qualifications

- Microsoft Excel
- Microsoft Access
- Microsoft Power BI
- SQL
- Python
- Microsoft Azure

## Certifications

- 06/2022: Microsoft Certified: Azure Data Fundamentals
- 06/2022: Microsoft Certified: Azure Fundamentals
- 04/2022: MS Power BI for Business Intelligence
- 02/2022: Scrum Fundamentals Certified (SFC)

## Languages

- Portuguese
- English

## Contact Info



Porto



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## Work Experience Summary

### VBA Developer

HN Services Portugal | 03/2022 - presente

- Maintaining Microsoft Access developed applications up-to-date and bug-free
- Deployment of VBA code and feature improvements.

### Sales Analyst

NOS SGPS | 03/2020 - 03/2022

- Analyzed, collected, cleaned, and organized data in Microsoft Excel and Access
- Based on the analysis of collected data, I developed strategies to increase sales
- Built, designed, and presented sales performance reports to the Department Director
- Managed budget to assess actual results and set realistic goals.

### Helpdesk

NOS SGPS | 01/2018 - 02/2020

- Assisted the sales teams with commercial support
- Provided solutions to problems and identified the best solutions for each situation.

### Client Support

NOS SGPS | 01/2017 - 01/2018

- Clarified clients' questions and requests, providing the most effective solution available
- Identified client needs and suggested appropriate services to improve the client's experience

## Education

### Full Stack Web Developer

Talenter Academy | may 2022

### Social Communication Degree

Escola Superior de Educação de Viseu | julho 2014