

# Albin Ponce-Ha

(647) 239-7383

aponceha@gmail.com

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## Professional Summary

Data analyst with 5+ years of experience providing deployment support for key systems and services with a sharp attention to detail. Strong emphasis on delivery through timely reporting and communication to necessary partners and clients.

## Relevant Skills

- Microsoft Suite (Excel, Word, PowerPoint, Access and Outlook)
- Excel: VBA, Macros, Pivot Tables, VLOOKUP
- Relationship management between vendors, partners and colleagues to deliver projects under strict time and budget constraints
- Proficient in navigating and employing databases (Etapestry, Income Manager and Excel) and learning new CRM's quickly to adopt into current processes (**SQL, PowerBI**)
- Proficient in HTML and CSS Software coding
- Financial auditing demonstrated by reconciling thousands of transactions

## Professional Experience

**HOMES FIRST SOCIETY,** TORONTO ON

*October 2021 – Present*

*Data and Research Analyst,*

- Managed database of clients and related program activity and demographic information
- Researched new opportunity projects and created report with high level summary, recommendation and contingency plan for executive decision making
- Exported and manipulated data based on custom reports to look for specific data markers and demographic information
- Created data visualized reports for Board and senior directors to help understand internal program activity and success
- Generated customized Partnership Fact Sheets for sites and partners to review and recommended evidence-based action items to improve operations/communications between partners.
- Re-designed, implemented and summarized Homes First's annual resident feedback survey
- Generated all new Infographics to update financial reports in Annual Report
- Utilized survey monkey to generate monthly housing and intake activity at sites

**ERNST & YOUNG LLP, TORONTO ON**

*Executive Events Assurance Learning Coordinator,*

*September 2019 – June 2020*

- Managed database of learners across Canada. Updated databases weekly by pulling HR reports on population base and updating their changing learning requirements
- Developed and finalized official reports required by the Canadian Public Accountability Board to show analytics, statistics and performance overview summaries
- Exported analytics and imported data to update roster trackers in excel using *VLOOKUP* commands to update the learner databases
- Developed *COVID-19 Implementation Contingency Plan* for 2020 learning curriculum accounting for travel restrictions and maximum occupancy considerations. Virtualized 3 major learning curriculum using *Zoom*, *MS Teams* and *WebEx* for all offices in Canada while reducing the budget by over 40%
- Worked with facilitators to make learning curriculum changes to adapt new content and incorporate more intuitive technology for delivery; allowing for more virtualization of learning material
- Budget and accrual reconciliation for both monthly and year-end reports to track expenses hitting the general ledger for the Assurance Learning department.

**RED DOOR FAMILY SHELTER, TORONTO ON**

*Database and Fundraising Administrator,*

*Mar 2015 – Aug 2018*

- Created timely and detailed reports generated from quality assured data for Senior Managers and board members to make prompt decisions on a scheduled and ad hoc basis
- Reduced time spent processing donations by over 50%, by utilizing Excel export templates and Excel Macros
- Created new ways to access data and improve on *Month-end Reporting* reducing report generation time by over 75% by altering Donation processes so that all transactions could be categorized at the end of month into Pivot Tables in Excel
- Created a comprehensive donation processing system on the Etapestry online database. Replaced the existing database, with new data reporting and support systems
- Reconciled a deficit over fiscal years 2015, 2016, and 2017 that included 10,000+ transactions for a 12-month period for two separate bank accounts for each fiscal year
- Created a knowledge transfer 'User Training Manual' of over 100 pages including dozens of figures, charts and diagrams on how to use the database, process donations and all other responsibilities of the Fundraising and Database Administrator

## Education

**University of Toronto (SCS), Toronto ON**

*Software Development Bootcamp*

***Candidate March 2023***

**Wilfrid Laurier University, Waterloo ON**

*Honours Bachelor of Business Administration with Finance Major  
Economics Minor*

**May 2013**