Albin Ponce-Ha

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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 stakeholders.

Relevant Skills

- Proficient in navigating and employing relational databases (Etapestry, Income Manager and Excel) and learning new CRM/Visualization tools to quickly to adopt into current processes **(MySQL, PowerBI)**
- Microsoft Suite (Excel, Word, PowerPoint, Access and Outlook)
- Excel: VBA, Macros, Pivot Tables, VLOOKUP
- Financial auditing demonstrated by reconciling large financial transaction data
- Extensive proficiency in Full-stack Development Technologies: *Node.js, Express, React.js, MonoDB, MySQL, Javascript, HTML5, CSS, Boostrap, Jquery*

Professional Experience

HOMES FIRST SOCIETY,   TORONTO ON   *October 2021 – Present*
Data and Research Analyst,

- Managed 3 databases of clients and related program/site activity
- Created dozens of PowerBI reports for all levels of the organization summarizing *Client, Location, Program* and *Team* information using filters, slicers, buttons and drill-down visualizations
- Generated customized Partnership Fact Sheets for sites and partners to review while recommending evidence-based action items to improve operations/communications between partners
- Exported and manipulated data based on custom reports to look for specific data markers and demographic information required for reporting and proposal projects
- Created data visualized reports for Board and senior directors to help understand internal program activity and success
- Generated new Infographics to update financial reports in Annual Report
- Utilized 3rd party website data collection to summarize monthly client activity by team and site using summary graphs and tables on Monthly Site Reports
- Spearheaded data team at Homes First to assess data health statuses of various systems and implement new data initiatives such as Surveys to reconcile *actuals* vs *captured data*, and training for various reporting/documentation technologies used by different teams.

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%

RED DOOR FAMILY SHELTER,   TORONTO ON

Fundraising Database 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   **October 2022 - March 2023**

Software Engineering Program: Full Stack Development

Wilfrid Laurier University, Waterloo ON   **May 2013**

Honours Bachelor of Business Administration with Finance Major
Economics Minor