

# Chester Mikhail De Guzman

## BUSINESS ANALYST

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## PROFILE

A goal-oriented and adept in data analysis and visualization. Leveraging Excel, Power BI, SQL for translating raw data into valuable business insights. I look forward to work in an organization which provides me the opportunity to improve my skills and knowledge to grow along the organization's objective. With a keen eye for detail and a hunger for innovation, I am eager to contribute to a dynamic team and drive the company's success through data-driven strategies.

## SKILLS

### Technical Skills

- **Data analysis:** Microsoft Excel, Power BI, and SPSS
- **Data visualization:** Interactive visualizations and dashboards using Excel and Power BI.
- **Statistical modeling:** Descriptive statistics and exploratory data analysis.
- **Data pre-processing and cleaning:** Data cleaning techniques
- **IT:** Installation of windows 10 and basic troubleshooting.
- **MS Office Applications:** Word, Excel, PowerPoint

### Soft Skills

- **Problem Solving**
- **Collaboration and teamwork**
- **Attention to detail**
- **Communication**
- **Time management**
- **Data Storytelling**
- **Continuous learning/Willing to learn**
- **Work ethic**

## EDUCATION/AWARDS

**Dr. Yanga's Colleges, Inc. (Senior High School)**  
**2018-2020**

With Honors (2019-2020)

McArthur Highway, Wakas, Bocaue, Bulacan

**Bulacan State University (College)**

**2020-Current**

Bachelor of Science in Information Technology

Major in Business Analytics

Dean's Lister (2020-Current)

## EXPERIENCE

### ICT Work Immersion - COMELEC Bocaue - 2019

- Provided level 1 support - data encoding, organizing ballots, and simple data analysis.

## FEATURED PROJECTS

### Data Analysis of E-Learning Course Data

- Analyzed learning course data to generate insights for the growth and improvement of Foresight BI curriculum. Transformed, cleaned, and analyzed the data for insights and build a dashboard using Microsoft Excel.

### Pharmaceutical Manufacturing Company Analysis

- The data was thoroughly analyzed to achieve the project's objectives, which involved identifying the year with the highest sales figures and improving the performance of the sales team and distributor. Microsoft Excel was utilized for data pre-processing, cleaning, and transformation, while SPSS was employed to obtain descriptive statistics. The final step involved creating an interactive dashboard using Power BI, which presents a comprehensive summary of the analysis.

### World Population Analysis

- The project engaged in an exploratory analysis, utilizing Microsoft Excel for data preprocessing and MySQL for in-depth analysis. During this analysis, a significant insight emerged, revealing that Asia consistently maintains a dominant position in terms of population on an annual basis. This underscores the region's substantial demographic influence and underscores the critical role it plays in global population trends.

### Reach of Instagram Account Analysis

- Examine and establish the correlations between the essential factors present in the instagram profile data of Mr. Aman Kharwal such as the relationships between impressions and likes, comments and impressions, etc. Microsoft Excel is being used in this project for analyzing and in creating a dashboard.

CERTIFICATIONS AND OTHER EXPERIENCE

**Basics of Exploratory Data Analysis**

*Issued July 2023*

Great Learning

**Conditional formatting in Excel**

*Issued July 2023*

Great Learning

**Data Preprocessing**

*Issued July 2023*

Great Learning

**Microsoft Excel Training**

*Issued July 2023*

Master of Project Academy

**Getting Grounded on Analytics**

*Issued September 2023*

Development Academy of the Philippines  
(DAP)

**ASEAN Data Science Explorers (DSE) Enablement Session  
on SAP Analytics Cloud (SAC) Training**

*Issued 2023*

Webinar

**Stack League University Series: Bulacan State University**

*Issued 2023*

Webinar

**12th IT Congress Virtuous Realit**

*Issued 2023*

Webinar

**Essential Excel Skills for Data Preparation and Analysis**

*Issued September 2023*

Development Academy of the Philippines  
(DAP)