



# CHESTER MIKHAIL DE GUZMAN

## Business Analyst

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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. My passion for taking on new challenges is matched by my determination to utilize my expertise in crafting actionable solutions that yield measurable outcomes for the organization. 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.

## Education / Awards

### Batia Elementary School (Primary)

2007-2013

Batia, Bocaue, Bulacan

### Taal High School (Junior High School)

2013-2017

With Honors (2016-2017)

Macam St. Taal, Bocaue, Bulacan

### Dr. Yanga's Colleges, Inc. (Senior High School)

2018-2020

With Honors (2019-2020)

McArthur Highway, Wakas, Bocaue, Bulacan

### Bulacan State University (College)

2020-2024

Bachelor of Science in Information Technology Major in Business Analytics

Consistent Dean's Lister (2020-2024)

Malolos, Bulacan

## Skills

### Technical Skills

- **Data analysis:** Experienced in Microsoft Excel, Power BI, and knowledgeable in SQL for querying and manipulating relational databases.
- **Data visualization:** Experienced in creating interactive visualizations and dashboards using Excel and Power BI.
- **Statistical modeling:** Descriptive statistics, hypothesis testing, and exploratory data analysis.
- **Data pre-processing and cleaning:** Skilled in data cleaning techniques, handling missing values, outlier detection, etc.
- **Database:** MS SQL
- **IT:** Installation of windows 10 operating systems, troubleshooting.
- **MS Office Applications:** Word, Excel, PowerPoint

### Soft Skills

- **Problem Solving:** Excel in the development and execution of data cleaning and pre-processing techniques, strategically designed to effectively handle missing or inconsistent data.
- **Collaboration and teamwork:** Can collaborate with cross-functional teams.
- **Attention to detail:** I upheld data accuracy and integrity by conducting thorough validation and verification processes with meticulous attention to detail.
- **Communication:** Can communicate and present myself well.
- **Time management:** Meeting all deadlines while delivering high-quality work.
- **Data Storytelling:** I possess the ability to effectively present and explain insights in a clear and understandable manner.
- **Continuous learning:** Staying updated with industry trends.
- **Work ethic:** Taking responsibility for my work | Keeping my commitments.
- **Languages:** Filipino (Native), English (Limited Working Proficiency)

## Experience

### Capstone Project

- Collaborated with the synergy team to develop a system that can identify statistics, create visualizations, prediction models and develop a prediction prototype system that can identify the grooming predatory behavior in Twitter using Natural Language Processing.

## 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 Data 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. The analysis process included data cleaning, data reduction, and transformation to ensure accurate results. Microsoft Excel was utilized for data pre-processing, cleaning, and transformation, while SPSS was employed to obtain summary statistics, measures of dispersion, frequency, and other relevant insights. The final step involved creating an interactive dashboard using Power BI, which presents a comprehensive summary of the analysis in an engaging and user-friendly format.

### Analyzing the reach of Instagram account

- 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.

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## Certifications

### 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