

CORINA GUGULUS

TORONTO, ON | 647-234-4782 | corina.gugulus@gmail.com | <https://www.linkedin.com/in/corina-gugulus/> | <https://corianag.github.io/CorinaG.github.io/>

DATA ANALYST | PROJECT MANAGER | RESEARCHER

Dedicated and focused professional with a solid background in data, financial, research, revenue accounting and project management experience.

TECHNICAL SKILLS AND ABILITIES

- **Data Visualization & Storytelling:** Tableau
- **Data Analysis & Reporting:** Compile, analyse reports and translate business requirements into questions, questions into data and data into insights;
- Visualize measures by dimensions, sort & rank; Present findings and recommend actions with real impact on business's revenue growth, quality improvement, cost reduction in Yardi, Excel, SAP;
- Write technical specifications; data cleaning and mapping
- **Key Strengths:** Strong Analysis, Judgment, Excellent Analytical and Problem-Solving skills
- Managed and completed simultaneous projects at different stages and cycles
- Trained and supervised 10+ teams; Possess communication, active listening, and interpersonal skills; Team Collaboration
- **Database Systems & Software:** MySQL, PostgreSQL, Yardi, SAP, SPSS
- **Advanced Excel:** Pivot Tables, Slicers, VLOOKUP

CERTIFICATIONS

Certificate in Data Analytics | CareerFoundry | October 2023

Movie Rental Analysis | SQL | Tableau

- Profiled the data and performed SQL queries to launch the strategy for a new online video service

Preparing for Influenza Season | Advanced Excel | Tableau

- Translated business requirements into questions and formed the hypothesis to examine trends in influenza and show how they can be used to plan for staffing needs across the USA states
- Profiled the data, mapped, transformed, and integrated the data sets in Excel using the VLOOKUP function

Apartments for Rent Analysis | Python | Tableau

- Scraped the web for data, defined business questions, and conducted an exploratory analysis through visualizations (scatterplots, correlation heat maps, pair plots and categorical plots) to uncover more information about the renting patterns

PROFESSIONAL EXPERIENCE

Senior Property Administrator/Analyst | GWLRA Residential/Canada Life, Canada | September 2019 – August 2023

- Maintained tenant database accuracy for reporting and billing and analysed tenants' reports outlining and addressing any delinquent payments to reduce collection on past due accounts and improve the reporting process

Accounts Receivable Analyst | Pinedale, Canada | August 2017 – September 2019

- Analyzed and posted financial reports using the **VLOOKUP** function to provide insights for saving opportunities
- Analyzed revenues and expense patterns to identify areas for financial improvement and presented findings to senior management

Accounts Receivable Specialist | O'Shanter, Canada | March 2016 – August 2017

- Compiled third-party financial reports, reconciled tenants' statements and closed Accounts Receivable at month and year end

CAPREIT | Site Manager | May 2015 – March 2016

- Analysed weekly reports, overseen the day-to-day operations of a high-rise residential property, coordinated and supervised all activities and the maintenance and leasing staff, improving customer's satisfaction and site's profitability

CAPREIT | Revenue Analyst | July 2014 – May 2015

- Prepared monthly reports such as AR Aging, Snapshot Vacancy, and Rent Roll in SAP and excel, calculated the AGI, performed all rental account, including reconciliations, collections and completed lease corrections and deposit discrepancies in compliance with external auditing

Human Resources Analyst | Europrim Shipping Romania | July 2011– December 2013

- Designed and developed HR reports using reporting tools such as Excel and generated standard and ad-hoc reports on the following HR metrics: turnover, headcount, training, compensation, talent acquisition and development
- Translated business needs into actionable analytical insights and design, developed and implemented innovative solutions driving value for the business
- Managed and maintained all HR related record-keeping in accordance with company's standards
- Performed statistical analysis to support identification of trends, priorities, and actions and presented results in PowerPoint to the stakeholders

Program Analyst | YMCA of Greater Toronto, Canada | October 2010 – January 2011

- Coordinated the Youth Education Internship Program (YEIP) and Post-Secondary Youth Education Internship Program (PSYEIP) job calls, posted and maintained job descriptions on internal website, monitored and maintained program statistics reports in Excel
- Liaised with Payroll, local and national YEIP and PSYEIP programs to aid information sharing and reporting

Internet Data and Communications Coordinator | Marketing Era, Canada | July 2009 - August 2010

- Administered the database, prepared statistics charts and reports and wrote ads for online gaming platforms, leading to a 40% increase in sales
- Maintained exceptional communications with various stakeholders

Ipsos Interactive Services, Romania | Project Manager January 2007 – January 2008

- Managed a team of programmers, statisticians and data processing analysts to launch the online marketing research projects, conducted the field by monitoring data collection, following validation methodologies and addressing errors
- Developed marketing questionnaires and wrote technical specifications to be used towards building the survey webpages, leading to a 40% increase in accuracy
- Delivered the data results to the stakeholders and planned future online marketing research projects when needed

Ipsos Interactive Services, Romania | Statistician/Sampling Executive | June 2005 – January 2007

- Pulled national representative samples and maintained data accurateness and coherence between various variables
- Assured support to EU clients by checking the feasibility studies for online marketing research projects

Researcher | University of Bucharest | January 2004 – September 2004

- Managed the data base in SPSS and compiled reports in Excel
- Monitored TV programs and advertising using a sociological method, such as content analysis

EDUCATION

Bachelor in Sociology | University of Bucharest, Romania | Courses in Statistics, Methodology, and Psychology