DARLLA E. BULAGNER, CSSYB

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PROFESSIONAL SUMMARY

- Data Analyst with strong experience in SQL-driven reporting, dashboard development, and end-to-end process automation. Proven ability to translate business and operational requirements into measurable insights through accurate, compliance-aware analytics. Experienced in working with structured datasets, data validation, KPI development, and executive dashboards across HR, operations, and regulated environments.

ANALYTICS STRENGTHS

- SQL-based data extraction, transformation, and validation (joins, aggregations, subqueries, filtering)
- Data cleaning, data quality checks, and accuracy validation
- KPI design, trend analysis, and performance monitoring
- Dashboard development and data visualization for leadership reporting
- Automation of recurring data processes and workflows
- Stakeholder requirements gathering and analytics translation

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PROFESSIONAL EXPERIENCE

HR Data Analyst
FPS Tech Philippines, Inc. | January 2025 – Present

- Served as Data Process Owner for executive dashboards and HR analytics initiatives supporting senior leadership decision-making.
- Designed and optimized SQL-based datasets used for recurring HR reports and ad-hoc analytics.
- Built scalable automation solutions using Google Sheets, Forms, Apps Script, and Looker Studio, reducing manual HR processing and improving data accuracy.
- Developed and maintained recurring reports including Organizational Hygiene, PTO Utilization, Work Setup metrics, and workforce analytics.
- Partnered with HR and business stakeholders to translate requirements into data-driven, production-ready solutions.

Data Analytics Specialist
Citadel Pacific Ltd. | June 2024 – November 2024

- Collaborated with HR Shared Services and People Analytics teams across Hire-to-Retire, Recruitment, Payroll, and Operations functions.
- Acted as Process Owner for operational dashboards supporting HR Shared Services performance and service delivery.
- Extracted, transformed, and validated datasets using SQL to support Power BI dashboards.
- Built dashboards covering Talent Acquisition metrics, Payroll Accuracy, On-Time Payouts, Service Desk performance, and policy compliance.
- Designed payroll accuracy and on-time payout KPIs to measure team performance and operational efficiency.
- Automated training hours consolidation across multiple operating companies using Power Automate.
- Produced monthly and weekly analytical reports for Finance, Learning & Development, and Operations stakeholders.

Quality Control Laboratory Technician
Bureau Veritas S.A. – Philippine Branch | June 2021 – March 2024

- Conducted quality testing of fresh concrete using sieve analysis and unit weight evaluation.
- Verified raw materials against internal and regulatory quality standards.
- Generated structured test results and client-ready analytical reports using Microsoft Excel.
- Maintained accuracy-focused documentation aligned with compliance and audit requirements.

Laboratory Technician (Senior Technician)
Philippine Geoanalytics, Inc. | January 2017 – February 2021

- Performed soil laboratory tests including Moisture Content, Atterberg Limits, Sieve Analysis, and Hydrometer Analysis.
- Served as Senior Technician, mentoring newly hired staff and ensuring testing accuracy and adherence to standards.
- Prepared technical reports, datasets, and documentation using Microsoft Excel.

KEY PROJECTS

HR Document Automation (COE & Background Verification)

- Automated end-to-end generation of Certificates of Employment and background verification documents using Google Apps Script and Autocrat.
- Enabled HR teams to generate up to 100 documents per hour, reducing manual turnaround time by over 80%.
- Delivered approximately $1,300 in annual cost savings by eliminating manual document processing.

Certificate of Contributions Automation (SSS, PHIC, HDMF)

- Built an automation workflow to generate government-mandated contribution certificates.
- Improved document accuracy, turnaround time, and compliance with statutory requirements.

Final Pay Process Automation

- Automated final pay notifications, clearance tracking, and employee communication using Google Apps
- Script.
- Improved transparency, consistency, and data reliability during employee offboarding.

TECHNICAL SKILLS

- Data & BI: SQL, Power BI, Tableau, Looker Studio, KPI Dashboards, Data Visualization
- Analytics: Data Analysis, Trend Analysis, Data Validation, Reporting Automation, Performance Metrics
- Automation: Google Apps Script, Power Automate, Autocrat
- Programming: Python (data cleaning, data visualization using Matplotlib)

- Tools: Google Sheets, Microsoft Excel (Advanced formulas, pivot tables), Google Workspace

CERTIFICATIONS
- Tableau – Coursera
- SQL for Data Science – Coursera
- Python Crash Course – Coursera
- Lean Six Sigma Yellow Belt – AIGPE (January 2026)
- Google Analytics

EDUCATION
- Bachelor of Science in Applied Physics (Computer Science Emphasis) EARIST Manila

LANGUAGES
- Filipino (Native)
- English (Fluent)