

DAVID ORTEGO

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SUMMARY

Former E-Commerce Coordinator & Analyst transitioning into an entry-level Data Analyst role after completing the Google Data Analytics Professional Certificate. Extensive experience transforming and cleaning e-commerce related data. Over eight years of experience managing B2B e-commerce and EDI systems, while coordinating directly with both customer and vendor trading partners.

SKILLS

- SQL (MS SQL Server, PostgreSQL, Google BigQuery)
- MS Excel (VLOOKUP, pivot tables)
- Data Transformation (EDI translation mapping)
- Data Cleaning (EDI transaction monitoring)
- Python (Pandas, Plotly, Beautiful Soup)
- R (Tidyverse)

EXPERIENCE

E-Commerce Coordinator/Analyst

Elliott Electric Supply | Feb 2014 – May 2022

- Created EDI document translation maps used to transform incoming and outgoing business data into both human-readable formats and as input for a diverse variety of ERP systems.
- Monitored inbound and outbound EDI traffic to ensure clean data and document standards compliance, and corrected deficiencies whenever discovered.
- Cut the company's EDI data bill in half by identifying our most active trading partners and coordinating with them to set up a secure and free direct connection to our respective EDI systems.
- Used SQL frequently to fetch data needed to generate reports, look up information about customers or vendors, alter specific records and other tasks associated with my job.
- Integrated our ERP system with supplier networks such as Ariba, Open Invoice, Oracle Supplier Network and others with the goal of automating billing, the handling of incoming orders and other commonly exchanged business documents.
- Planned and conducted several major bi-yearly EDI server software upgrades including presenting our progress at regular intervals to stakeholders.
- Worked with a variety of B2B e-commerce document data standards, including ASC X12, cXML and RosettaNet.
- Generated price file reports for customers based on their individual business needs and software requirements.
- Managed over 250 unique trading partnerships and served as the main EDI and data integration point of contact for the company.

EDUCATION & CERTIFICATION

Lamar State College - Port Arthur, AAS Computer Information Systems	2004
Google Data Analytics Professional Certificate	2022