

Emily Velez

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Technical Skills: Excel, Word, PowerPoint, SQL, Tableau, Python

EDUCATION

BrainStation Toronto

Toronto, ON

Certificate in Data Analytics

September 2023 – October 2023

- Applied data analysis strategies and problem-solving methodologies to real-world scenarios, mastering skills in data collection, cleaning, and interpretation
- Developed expertise in SQL, relational databases, and data normalization techniques for in-depth exploratory data analysis and management
- Conducted comprehensive analysis of a Letterboxd dataset using sentiment analysis techniques, showcasing proficiency in natural language processing and statistical methods for data interpretation

University of Toronto

Toronto, ON

Honours Bachelor of Science, Neuroscience

September 2018 – April 2023

- **Courses:** Advanced Data Analysis, Statistics, Managing the Business Organization, Current Topics in Neuroscience

WORK EXPERIENCE

Senior Web Conference Technician

Toronto, ON

First Class Conferencing Facilitation Inc.

May 2020 – May 2022

- Excelled in organizing and facilitating full-day professional meetings on various conferencing platforms, providing seamless technical support to clients throughout the day
- Spearheaded and executed ad hoc projects, showcasing exceptional independence and resourcefulness in managing diverse technical challenges and ensuring seamless virtual collaboration experiences
- Cultivated enduring client relationships through proactive communication and attentive problem-solving, consistently exceeding expectations
- Assisted team members and clients in problem-solving, while also adapting to shifting demands and taking on additional responsibilities beyond the normal scope of work to ensure successful event execution

Front of House Staff

Toronto, ON

Mabel's Bakery & Specialty Foods

August 2017 – April 2020

- Successfully managed multiple tasks in a fast-paced environment, exhibiting self-direction and independent problem-solving abilities

LEADERSHIP AND VOLUNTEER EXPERIENCE

Director of Fundraising

Toronto, ON

Global Brigades Club

September 2019 – April 2020

- Fostered strong relationships with external partners and fundraising vendors
- Collaborated with cross-functional teams and volunteers, providing guidance and support to ensure smooth execution of fundraising campaigns and events
- Coordinated campaign initiatives, troubleshooting, and executed optimized plans to maximize fundraising outcomes