.Afbeelding met schermopname, Graphics, ontwerp

Automatisch gegenereerde beschrijving

**Ana Girão**

Date of birth: 07/09/1990 **|** Nationality: Portuguese **|** Gender: Female **|**

Portugal

**PROPOSED POSITION:** Data Business Analyst

Experienced data analyst and Business Intelligence specialist with over 9 years' experience in data analysis, ETL processes and reporting. Has experience transforming raw data into actionable information and making data-driven decisions in complex, high-volume environments. Has experience leading data teams and managing large-scale projects, where he has collaborated with stakeholders, analysed diverse datasets (including geospatial data) and modernised legacy systems using advanced technologies. Proven experience working with CRM systems such as Zoho and Salesforce, integrating organisational data, automating workflows and providing actionable reports to support business growth. Expert in Python, R, SQL, Power BI, Tableau, QlikSense and data automation, with solid experience in creating data dictionaries, cleansing data and developing advanced analyses with DAX and Azure. In consultancy roles, she has supported international market expansion by carrying out market analyses, integrating data from various sources and creating dashboards tailored to clients' needs. She combines solid technical expertise with excellent communication and problem-solving skills.

**WORK EXPERIENCE**



04/2024 - Ongoing; Portugal

**Business Intelligence & Data Analyst** - Freelance

* Collaborates with an international strategic consultancy, working with clients across various industries to support global market expansion.
* Works directly with stakeholders to gather requirements, conduct market analysis, and provide comprehensive company assessments for market entry strategies.
* Executes the full ETL process across multiple data sources, consolidating and organizing data into a unified system.
* Creates data dictionaries for clients lacking them, automates processes via scripts, and performs data cleansing and transformation.
* Develops reports and dashboards to deliver actionable insights while ensuring efficient data management and analysis.
* Skills: Python, Pandas, R, Power BI, Tableau, SQL, Excel



01/2024 – 03/2024; Portugal

**Data Analyst** - CGI

* Collaborated on a project for a U.S.-based pharmaceutical company to improve data team performance.
* Executed the ETL process, extracting internal data for performance analysis.
* Created reports and dashboards using Tableau, analyzing both existing and newly generated reports to identify inefficiencies.
* Proposed process improvements, restructured the data team, and provided training to enhance team productivity.
* Skills: SQL, R, Tableau



12/2018 – 12/2023; Portugal

**Lead Data Analyst / Business Intelligence Specialist** - Secretaria-Geral Da Presidência Do Conselho De Ministros

* Led a team of 10 professionals, including Developers, Data Analysts, and Data Scientists, working on large-scale data projects across various State sectors.
* Acted as a liaison with stakeholders across Portuguese government institutions, gathering requirements and analyzing needs.
* Worked with diverse data sources, including geospatial data, and managed migrations from legacy systems to modern technologies.
* Focused on identifying actionable insights through data analysis to drive modernisation and improvements across sectors.
* Utilized real-time data transmission and tailored tools/technologies to meet stakeholder requirements.
* Skills: QlikSense, SQL, Python, Tableau, Power BI, Azure, DAX



04/2014 – 11/2028; Spain

**Data Analyst** – IMF Smart Education

* Supported the marketing team in market expansion and sales growth across the Iberian Peninsula and PALOP regions.
* Integrated organisational data into the internal CRM (Zoho) and performed data processing, analysis, and reporting.
* Collaborated with the finance team on migrating financial data from Excel to SQL databases.
* Designed and executed the full ETL process: data extraction from Excel, data preparation using R, creation of automated extractions, data integration into Zoho and
* Salesforce, and development of reports using Power BI and Tableau.
* Conducted SQL-based data migration and analysis, including statistical analysis with IBM SPSS. Skills: R, Zoho, Salesforce, Power BI, Tableau, SQL, Excel, IBM SPS5

**EDUCATION AND TRAINING**



09/2022 – 06/2023

**Master’s degree in management** - Organisation providing education and training

09/2019 – 06/2022

**Bachelor’s degree in management** – UNIR Universidad Internacional de La Rioja

**LANGUAGE SKILLS**



|  | UNDERSTANDING | | SPEAKING | | WRITING |
| --- | --- | --- | --- | --- | --- |
|  | Listening | Reading | Spoken production | Spoken interaction |  |
| **Portuguese** | C2 | C2 | C2 | C2 | C2 | |
| **English** | C1 | C1 | C1 | C1 | C1 | |
| **Spanish** | C1 | C1 | C1 | C1 | C1 | |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

**DIGITAL SKILLS**



Power BI, QlikSense, Tableau, Excel, IBM SPSS, Salesforce, R, Zoho, Azure, DAX, SQL, Python; Pandas

**COMMUNICATION AND ORGANISATIONAL SKILLS**



**Communication skills**



* **Stakeholder liaison:** Regularly liaised with internal and external stakeholders to gather requirements, align on objectives and manage expectations throughout project lifecycles.
* **Data storytelling:** Translated complex datasets into clear, compelling reports and dashboards, ensuring non-technical audiences could readily grasp insights and take action.
* **Training & facilitation:** Delivered targeted training sessions and guided data teams through new processes and tools, boosting team productivity and advancing analytical capabilities.

**Organisational skills**



* **ETL orchestration:** Oversaw end-to-end ETL workflows across multiple data sources and platforms, ensuring timely, accurate consolidation and transformation of high-volume datasets.
* **Project coordination:** Led multi-disciplinary teams on large-scale BI projects—managing timelines, milestones and deliverables to drive on-time completion and stakeholder satisfaction.
* **Process optimisation:** Developed data dictionaries, automated routine scripts and instituted standardised procedures, streamlining data cleansing, integration and reporting.
* Good organisational skills gained:  
  ▪ as a project manager and team leader at xxx  
  ▪ as a web developer and team leader at Maestria multimedia and M.R. COM