

# EMMY DANIELA ARIAS PARDO

## ANTHROPOLOGIST & DIGITAL TRANSFORMATION SPECIALIST

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### ABOUT ME

Anthropologist and archaeologist with experience in the design and implementation of technological solutions, especially applied to cultural heritage. I have developed projects that include process automation, database normalization, data capture interfaces, and digital prototypes for inventory collection. My work combines technical expertise (scripts, Excel macros, workflow automation, UX/UI prototyping) with product management skills (coordination of interdisciplinary teams, user alignment, and training), acting as a bridge between archaeological knowledge and technological solutions. I am passionate about making information more accessible, secure, and reliable, applying technology to optimize processes.

### LABORAL EXPERIENCE

#### Archaeologist

Colombian Institute of Anthropology and History - ICANH

March 2024 - Present

Coordinated and managed activities for the update of the national inventory of archaeological assets, including processes of seizure and repatriation, and designed multiple digital transformation strategies from the Archaeology Laboratory to optimize inventory updates.

- Implemented the normalization of 62 columns in 25,000 records, developing groupings and ensuring the integrity and quality of the information. I leveraged AI tools to speed up the process, created equivalence diagrams and optimized the structure and usability of the data.
- Designed and developed a bot using N8N to optimize communication between the coordinator and contractors, covering weekly scheduling and on-demand creation of notes and events, improving communication gaps in the team by at least 80%.
- Led from the Archaeology Laboratory the development of the inventory system project, gathering requirements, designing a wireframe (fields, navigation, usability), and coordinating between archaeologists and technology teams meetings for follow-up, design validation, functional testing and training.
- Designed and implemented advanced strategies in MS Excel, such as conditional formatting, data validation, VLOOKUP and macros, to organize and present archaeological inventory data. I streamlined manual search processes, achieving results 92.5% faster.
- Developed a cloud-based technological solution through Google Workspace to automate the linking of photographs to records in Google Sheets, optimizing the update process of the national inventory with an improvement of at least 95% in execution time.
- Created an interactive digital prototype for inventory consultation, with advanced filters, multiple views and photo association, conceived as a safe alternative to the use of Excel.
- Implemented automation that integrates Google Forms with Google Calendar and Gmail, allowing approval of work plans, location and sending of weekly and daily notifications.

#### Laboratory Archaeologist

Fundación Güe Quyne

September 2023 - December 2023

- Coordinated the design and automation of data processes using advanced MS Excel skills (filters, data validation, conditional formatting, pivot tables), achieving an approximate 45% increase in productivity.
- Designed, developed and implemented digital forms for monitoring and prospecting phases through KoboToolBox, streamlining activity recording in projects, replacing paper collection and automating entry into spreadsheets in accordance with current regulations.

### SKILLS

- Python (basic)
- N8N
- No-code tools
- MS Suite
- Adobe Suite

### LANGUAGES

- English (Conversational – B2)
- Spanish (Native)

### CERTIFICATIONS

- Clarity Implementation Engineer
- Clarity Support Engineer
- Clarity Technical Sales Professional

### EDUCATION

Anthropology

Universidad de los Andes  
(2018-2022)  
RNA: #1078

### COMPLEMENTARY STUDIES

- Excel (basic, intermediate, advanced)
- IT for Girls: Cybersecurity and OT
- Modern Python 3 Bootcamps
- Illustration for digital media