

# GIFT AJAYI

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## PROFESSIONAL SUMMARY

- Machine Learning Analyst student with experience in dashboard development, data quality validation, stakeholder reporting, and advanced Excel analytics.
- Skilled in supporting compliance-sensitive data workflows with a high degree of discretion and professionalism.
- Proficient in Power BI and Excel with strong abilities in translating business needs into actionable dashboards and reports.
- Adept at navigating new data systems, resolving ambiguous data issues, and clearly documenting processes for reproducibility
- Strong communicator with experience working cross-functionally with operations, IT, and leadership to support analytics delivery.

## TECHNICAL SKILLS

- Reporting & Dashboards: Power BI (DAX, Visuals), Excel (Pivot Tables, Formulas, Macros), Google Sheets
- Data Analysis & Quality: Query design, root-cause analysis, data cleaning, anomaly detection, documentation
- Collaboration & Communication: Process documentation, senior leadership reporting, cross-functional teamwork
- Other Tools & Concepts: Microsoft Purview (basic familiarity), SQL (basic), SurveyMonkey, Data Governance Practices
- Soft Skills: Discretion, attention to detail, problem-solving, adaptability, verbal and written communication

## PROJECT EXPERIENCE

### **Data Analyst: Client Return Classification | IFSSA, *Edmonton, Canada***

**January 2025 – April 2025**

- Developed and maintained Power BI dashboards to support internal teams with operational performance metrics.
- Analyzed client return patterns manually and programmatically to validate classification logic.
- Thrive in a high-trust environment handling sensitive data and delivering clean documentation of repeatable processes.
- Communicated findings through visual storytelling, ensuring accessibility for non-technical audiences.
- Collaborated cross-functionally with outreach and data teams to refine query parameters and reporting criteria.

### **Data Analyst: Client Return Classification | GoAuto, *Edmonton, Canada***

**January 2025 – April 2025**

- Created Excel dashboards and summary sheets to support service reporting and model validation.
- Worked across data and business teams to improve logic used in KPI monitoring tools.
- Investigated ambiguous data signals and clarified them through deep pattern analysis and stakeholder input.
- Embody a builder mindset by iterating through feedback loops and refining report clarity.

## PROFESSIONAL EXPERIENCE

### **Page: Information Sorting and Processing | Edmonton Public Library**

**October 2022 – October 2023**

- Organized and verified information systems, improving accuracy and system navigation for internal teams.
- Identified system discrepancies and worked with tech support to resolve classification issues.
- Created visual data summaries and helped prepare project-level documentation used for internal reviews.

**Junior Data Analyst | Stack Diagnostics Ltd**

**July 2020 – April 2022**

- Managed compliance-sensitive health data used for regulatory reporting and national planning.
- Automated recurring Excel reports and tracked system-level anomalies through data audits.
- Documented workflows and trained users on interpreting visual dashboards and summaries.
- Delivered clear, actionable reports to internal users, balancing discretion with usability.

**Diploma: Machine Learning Analyst | NorQuest College**

**September 2023 – June 2025**

**Relevant Coursework:** *Database Management Systems, Algorithms, Artificial Intelligence, Machine Learning & Data Science.*

**Master of Library and Information Studies: University of Ibadan**

**April 2017- July 2019**

**CERTIFICATIONS**

**IBM Data Analyst Professional Certificate | IBM | June 2023**

**Microsoft Azure Fundamentals | Microsoft | June 2023**