Jason Bo Tonogbanua

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LinkedIn [Jason Bo Tonogbanua Profile] Website Portfolio [Bogi Website] MySQL Portfolio [Github Repo]

SQL, Power BI, Tableau, Data Analytics, Data Visualization, Pivot Tables, Excel, MySQL, Python

EDUCATION

Ateneo de Davao University — BS Industrial Engineering, 2022

DATA ANALYTICS TRAINING

Data Analytics Certificate Course, **Maven Analytics**
SQL: Querying and Managing Data, **DataCamp, DataQuest, Maven Analytics**
Tableau Creator, **Tableau, Maven Analytics**
Power Bi, **Dataquest, Maven Analytics**
Python, **Maven Analytics**
Excel, **DataCamp, DataQuest, Maven Analytics**

DATA ANALYTICS & VISUALIZATION PROJECT EXAMPLES

- **Product Revenue Dashboard.** Identified stores with the lowest and highest sales rates, quantified revenue by product, and identified average revenue by account; published a Tableau dashboard to track KPIs.
- **Career Dashboard.** Identified industries with the lowest and highest average annual wage, quantified wage and average over 4 years, and identified total employee share by industry group.
- **Hotel Booking Dashboard**. Quantified cancellation rate, average daily prices, and revenue to solve for the revenue loss from customer's cancellation.
- **Database Design**. Designed an HR employee database using SQL.
- **Movie Store Rental Analysis.** Used SQL to provide analysis to stakeholder's queries.

WORK EXPERIENCE

Archon Special Machineries Inc. — *HR Data Analyst and Quality Assurance Supervisor,* OCT 2022 – FEB 2023

- Automates, generates, analyzes, and distributes recurring HR metrics and ad-hoc reports to the appropriate stakeholders.
- Support HR correspondents in the use of HRIS tools.
- Conducts analyses of workforce data using statistical methodologies, and communicates findings and recommendations in a way that supports short and long-term goals and influences the organization's actions on critical initiatives.
- Evaluates and automates processes, data sources and reports to improve the organization's ability to measure programs and outcomes
- Worked with leadership to implement initiatives.
- Leverages reporting and analytics to identify opportunities, patterns and risks.

Archon Special Machineries Inc. — *HR Data Analyst and Quality Assurance Associate,* AUG 2022 – SEPT 2022

- Answered employee queries with relevant information in documentation.
- Updates HR reporting metrics, dashboards, and ad-hoc analyses.
- Increased customer return rates by providing excellent service and communication.
- Produce reports and analyze HR data to provide recommendations to leadership.
- Autonomously applies advanced technical and analytical skills to examine large amounts of data and transform them into informative qualitative and quantitative HR metrics.

ETLC Home Furnishing Corp. — *Supply Chain Analyst (Internship)*, APR 2021 – MAY 2021

- Automated inventory system using Microsoft Excel to manage supply levels.
- Conducted time and motion study to analyze the production time to increase employee efficiency.
- Conducted data analysis on supply chain, inventory management, and transportation processes with a team of supply chain analysts to identify continuous improvement opportunities, resulting a 10% reduction in operating costs.
- Increased manufacturing efficiency by developing and ensuring adherence to new Standard Operating Procedures.

Sparcs Enterprise — *Junior Data Analyst*, FEB 2021 – DEC 2021

- Identified and maximized sales opportunities and increased customer retention rates.
- Collected and analyzed data on established and prospective customers, competitors, and marketing channels.
- Prepared reports that interpret consumer behavior, market opportunities and market trends.
- Utilized Microsoft Excel for data intelligence and analysis.
- Created a database and dashboard using Microsoft Excel.

Sparcs Enterprise —*Data Entry Specialist*, JUNE 2020 – JAN 2021

- Filed information into spreadsheets and databases according to instructions.
- Managed and coded hundreds of incoming documents.
- Collaborated with staff to review weekly data files.
- Accurately reviewed and processed electronic files via software applications such as Microsoft Excel and Adobe Acrobat.
- Prepared and organized documents for data entry.
- Corrected and verified data from several different sources.