

JEFFREY AARON PIEDRASANTA

Los Angeles, CA 91406 | (323)-743-3234 | jeffreypiedrasanta@gmail.com

SKILLS **Programming:** Entry Level SQL
Applications: Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)
Cloud System: Salesforce
Software Tools: Tableau and Alteryx
Languages: English and Spanish

PROFESSIONAL EXPERIENCE

PRODUCT DATA COORDINATOR - LA BALLOONS

July 2020 - Present

- Utilize Excel formulas to manage and maintain data.
- Utilizing POS Systems and an API to create, remove, and update products into an e-commerce platform.
- Identify issues within our products regarding data.
- Maintain operations by following policies and procedures.

DATA INTERN - COACH ROSS ANGELES

January 2020 - March 2020

- Cleansed Data to make it more understandable through google sheets and Excel.
- Organize the Google drive daily to make files more accessible and easier to follow for the business.
- Set up hardware equipment such as connecting and setting up a desktop, monitors to a desktop, and connecting/maintaining laser printer.
- Write documentation for best practices on how to use the laser printer, how to log in and utilize company accounts, and create folders, documentations, and sheets on Google Drive.

DATA OPERATIONS ASSISTANT - TRUSIAC

October 2018 - December 2019

- Utilized Excel to cleanse small to large data sets with formulas and functions.
 - Assisted with Affordable care act related data processing by helping clients avoid penalties from the IRS for not offering health insurance on certain times of the year.
 - Ensured that data was unharmed because there was sensitive information such as social security numbers, personal addresses, and income information.
 - I was able to meet project deadlines during peak season.
-

EDUCATION

CALIFORNIA STATE NORTHRIDGE —BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

May 2021

PIERCE COLLEGE —ASSOCIATE OF SCIENCE IN BUSINESS ADMINISTRATION

December 2016
