Jeremy Fernando Salvador

⚲ Toronto, Ontario, Canada ✉ jeremyfsalvador@gmail.com ▯(647) 675-6695 ▤ linkedin.com/in/jeremyfsalvador

SUMMARY

Data-driven professional with 8 years of experience as an Automation and System Specialist at Unilever. Expertise in developing and implementing automation solutions, optimizing systems, and analyzing complex data sets. Skilled in data visualization, statistical analysis, and problem-solving. Applying for the position of Data Analyst to leverage strong analytical skills and contribute to the data-driven decision-making process at an organization.

EXPERIENCE

Automation and System Specialist

Unilever   **January 2022 - November 2023, Philippines**

- Methodically deployed automation and implemented process improvements across Southeast Asia countries, including Australia and New Zealand, resulted in the partial elimination of manual tasks, reducing their prevalence to nearly 10 to 20%.
- Implemented an HR Dashboard across Southeast Asia, Australia, and New Zealand, streamlining high-level data review for leaders and HR teams with insightful metrics for enhanced analysis.
- Achieved substantial cost savings through automation rather than expanding the workforce for the company.
- Led an internal upskilling effort in advanced data tools like Power BI, enhancing team competencies while demonstrating cost-effectiveness by eliminating the need for external vendors, resulting in substantial savings.

Automation and System Analyst

Unilever   **May 2021 - January 2022, Philippines**

- Enhanced operational efficiency through the automation of manual processes by streamlining workflows and developing tools, resulting in a remarkable reduction of 100% of workload to a range of 10–15%.
- Developed a VBA-driven payroll reporting tool, reducing manual tasks from 8 hours to just 10 minutes. Employed bi-monthly, it achieves an annual time savings of over 188 hours.
- Developed a Microsoft Power Apps solution for HR, streamlining requisition storage and utilizing Power BI for advanced data visualization. The application provides comprehensive insights into the total number of hires and pending roles, enhancing strategic decision-making.
- Engineered a robust process automation system using Python and Robotic Process Automation (RPA) tools, achieving a 30% increase in operational efficiency across 5 departments by automating repetitive tasks.

Process Automation Specialist

Unilever   **October 2019 - May 2021, Philippines**

- Sustain and optimize the letter automation tool, proactively addressing issues, overseeing installations, and conducting comprehensive training sessions for new data analysts to ensure proficient navigation and utilization of the tool.
- Acquired proficiency in Workday through self-directed upskilling, successfully executing Workday projects, including the development of reports and implementation of alert notifications.

Project Management Officer

Unilever   **September 2018 - October 2019, Philippines**

- Led the design and global implementation of a innovative letter automation tool, significantly reducing document creation time from one hour to under a minute. Successfully eliminated external vendor dependence,

optimizing operational efficiency and achieving substantial cost savings.
- Implemented a globally standardized process for the automation of letter documents.
- Assisting unpracticed users in installing the letter generation tool, guiding them through navigation and utilization on their devices, providing information on tool download locations, and offering a designated contact person for any tool related inquiries.

Business Process Transaction Associate
Accenture   **May 2015 - February 2018, Philippines**
- Acts as a primary liaison between clients and the team, ensuring effective communication and collaboration.
- Engages in business process improvement initiatives to enhance overall efficiency.
- Provides support for team queries and collaborates with other teams to meet key performance measures, taking on a sub-lead role when required.
- Conducts internal quality audits to ensure compliance with established processes and standards.
- Holds responsibility for end-to-end transaction processing, ensuring accuracy and adherence to protocols.

Cashier/Server/Dishwasher/Cleaner
Hyper Canteen   **February 2013 - April 2015, Philippines**
- Handle customer service by greeting, taking orders, and providing assistance. I process orders and payments, serve food, and clear tables. Additionally, I wash dishes, maintain cleanliness, assist with food prep, and ensure adherence to safety standards. This dynamic role requires adaptability and strong multitasking skills for efficient performance.

EDUCATION

Bachelor of Science in Computer Science
2009 - 2014
Saint Louis University • Baguio City, Ph

CERTIFICATIONS

Certified Lean Six Sigma Yellow Belt
2023
- Enhancing process efficiency, data-driven decision-making, problem-solving, cross-functional collaboration, and fostering a continuous improvement mindset.

SKILLS

Programming Languages: VBA, SQL, Python, HTML, CSS, JavaScript, PowerShell, Power Query, DAX, Power Pivot.

Software: Microsoft 365, Cisco Packet Tracer, VMWare, Wireshark, Visual Studio Code, PyCharm, Sublime Text, Canva, Power Platform. MySQL.

Hard Skills: Data Wrangling, Data Visualization, Database Management, Excel/Spreadsheet, Data Mining, Data Warehousing, Data Cleaning, Quantitative Analysis, Data Governance, Business Intelligence (BI) Tools, Data Ethics and Privacy, Cloud Platforms, Statistical Analysis, Machine Learning, Data Modelling, Data Integration, Command Line, Geospatial Analysis, Time Series Analysis, A/B Testing, Process Automation, Project Management, Stakeholder Management, Cash Handling, Point of Sale (POS) Systems, Order Taking, Upselling, Sanitation and Hygiene, Organizational Skills, Physical Stamina, Technological Proficiency.

Soft Skills: Communication, Collaboration, Problem-Solving, Adaptability, Time Management, Critical Thinking, Attention to Detail, Creativity, Leadership, Customer Focus, Analytical Skills, Conflict Resolution, Learning Agility, Teamwork, Interpersonal Skills, Customer Service, Empathy, Stress Management, Decision- Making, Continuous Learning, Product Knowledge, Sales Techniques, Adaptability, Resilience, Teamwork, Negotiation Skills, Listening Skills, Emotional Intelligence.

Languages

English: Fluent
Tagalog: Fluent