

Jomar Pajenago

Data Analyst

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To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Skills and Tools

- Strong organizational and time-management skills
- Ability to work independently and as part of a team
- Proficient in building complex reports from large and historical data
- Expertise in MS Excel and Google Sheets
- Extensive experience with Shopify, Amazon, Looker Studio, Tableau Public, Google Analytics, and Ads Managers
- Data Analysis, Entry, Validation, and Normalization
- SQL for query (Google Sheet, and MS SQL)
- Python for scraping (Pandas, Point, Polygon, MultiPolygon, JSON, Selenium, and Beautiful Soup)
- Basic knowledge in HTML, CSS, and JS
- Report Preparation
- Technical Analysis

Work History

Freelance	Data Analyst
2024-06 – Present	<div><i>Work from home</i><ul style="list-style-type: none">• Automated routine data analysis tasks, freeing up time for more complex analysis.• Conducted ad-hoc analysis to address urgent business questions, facilitating rapid response to market changes.• Enhanced data accuracy by automating data cleansing processes, significantly reducing manual errors.• Developed complex dashboard and reporting tools to track business performance metrics.• Data cleaning, validation and normalization</div>

2023-02 – 2024-08 **Administrative Assistant**

City Government of Antipolo, Antipolo, Rizal, Philippines

- Developed comprehensive reports for management by collecting data from various sources, analyzing trends, and presenting actionable insights.
- Assisted in onboarding new employees, providing training materials, and coordinating orientation schedules to ensure a smooth integration into the team.
- Assisted development and implementation of new administrative procedures.
- Addressed IT issues by coordinating with tech support, minimizing downtime and maintaining operational efficiency.

2018-09 – 2023-02 **Revenue Collection Clerk**

City Government of Antipolo, Rizal, Philippines

- Welcomed customers and helped determine their needs.
- Operated cash register for cash, check, online payment, and record transactions accurately and efficiently.
- Maintained a balanced cash drawer, ensuring accurate accounting at the end each shift.

Education

Expected in 2027-05 **Bachelor in Public Administration**

*Polytechnic University of the Philippines - Open University System
Santa Mesa, Metro Manila, Philippines*

2010-05 **Associate in Computer Science**

*Datamex Institute of Computer Technology
Antipolo, Rizal, Philippines*