**Jomar Pajenago**

Data Analyst

**Address** Antipolo, Rizal, Philippines 1870

**Phone** +639567092024

**E-mail** jomarpajenago@gmail.com

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 – 2025-01 *Work from home*

* 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

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- **Bachelor in Public Administration**

05 *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*