

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 BeautifulSoup)
- 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 <i>City Government of Antipolo, Antipolo, Rizal, Philippines</i> <ul style="list-style-type: none"> • 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 <i>City Government of Antipolo, Rizal, Philippines</i> <ul style="list-style-type: none"> • 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 <i>Polytechnic University of the Philippines - Open University System Santa Mesa, Metro Manila, Philippines</i>
2010-05	Associate in Computer Science <i>Datamex Institute of Computer Technology Antipolo, Rizal, Philippines</i>