

Jomar Pajenago

Data Analyst

jomarpajenago@gmail.com

Objective

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

I am proficient in working independently and in teams, with expertise in building reports from large data sets using MS Excel, Google Sheets, and platforms like Shopify, Looker Studio, Tableau Public, and Google Analytics. My skills include data entry, validation, normalization, SQL querying, Python scraping, and technical analysis.

Work Experience

Project-based Data Analyst (June 2024 – Current)

Automated routine data analysis tasks to allocate more time for complex analysis. Conducted ad-hoc analyses to address urgent business questions, enabling swift responses to market changes. Enhanced data accuracy through automated data cleansing processes, reducing manual errors significantly. Developed complex dashboards and reporting tools to track business performance metrics effectively. Managed tasks like data cleaning, validation, and normalization.

Administrative Assistant (February 2023 – August 2024)

At the City Government of Antipolo, developed comprehensive reports by collecting data from various sources, analyzing trends, and presenting actionable insights. Assisted in onboarding new employees by providing training materials and coordinating orientation schedules to ensure smooth integration. Supported the development and implementation of new administrative procedures. Addressed IT issues by coordinating with tech support, minimizing downtime, and maintaining operational efficiency.

Revenue Collection Clerk (September 2018 – February 2023)

At the City Government of Antipolo, welcomed customers and helped determine their needs. Operated a cash register for cash, check, and online payments, ensuring transactions were recorded accurately and efficiently. Maintained a balanced cash drawer and ensured accurate accounting at the end of each shift.

Education

Bachelor in Public Administration (Expected in May 2027)

Polytechnic University of the Philippines - Open University System

Associate in Computer Science (May 2010)

Datamex Institute of Computer Technology