

Jose Garcia Jimenez

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Education

Bachelor of Science in Business Administration (BSBA)

Expected Graduation May 2026

- Concentration in **Information Technology & Analytics**
- Commonwealth University of Pennsylvania
- GPA=3.9/4.0

Associate of Science in Computer Information Systems

Graduated June 2024

- Lehigh Carbon Community College
- GPA=3.8/4.0

Relevant Experience

Medical Assistant – St. Luke's Hospital

August 2019 – Present

- Entered and validated high-volume records to ensure data reliability and reporting accuracy
- Improved documentation workflows, reducing errors and increasing access to accurate information
- Identified and resolved data inconsistencies to strengthen data quality
- Coordinated information across teams to improve communication and operational efficiency

Business Intelligence & Data Analyst Intern - St. Luke's Hospital

May 2025 - August 2025

- Developed Power BI dashboards by integrating multiple datasets and analyzing trends to support business decision-making
- Analyzed end-to-end workflow data using SQL and Excel identifying delays and bottlenecks, delivering recommendations that improved operational efficiency
- Calculated marketing campaign ROI by analyzing volume and revenue data to support data-driven strategic planning
- Translated SQL queries and validated datasets during a cross-platform data migration to ensure accurate and consistent reporting
- Completed training in various tools, including GitHub, ArcGIS, and Power BI report builder

Skills

- Structure Query Language (SQL) – Advanced
- Python – Intermediate (Pandas)
- Power BI: Dashboard design & visualization, dataset validation, report QA.
- Microsoft Office Suite – Advanced (Excel, Word, Outlook, PowerPoint)
- Languages: English (Native), Spanish (Fluent)