**Juan Bracho Avila**

Dallas, TX 75212| Phone: (214) 817-6960| Email: jdbrachoavila@gmail.com

[LinkedIn](https://www.linkedin.com/in/juan-bracho-avila-71250a121): <https://www.linkedin.com/in/juan-bracho-avila-71250a121> | [GitHub](https://github.com/juanbracho): <https://github.com/juanbracho>

**SUMMARY**

Currently seeking a role as a Data Analyst. I bring a strong background in project management, administrative support, legal compliance, and business analysis. Fast-learner, challenge hunter, and quick to adapt. I enjoy leveraging data analytics tools to help answer questions, solve problems, drive insights, and inform decision-making. My passion for data led me to take the Data Analytics Bootcamp with the University of Texas at Austin, where I expanded and deepened my skill set with additional coursework focused on professional applications of Python, MySQL, and data visualization tools. Bilingual (Spanish and English) with proven cross-cultural collaboration skills.

**TECHNICAL SKILLS**

**Programming Languages:** Python, JavaScript ES6+, HTML5, SQL

**Tools:** MongoDB, MySQL, NoSQL, PostgreSQL, Flask, Tableau, Excel, Seaborn, TensorFlow, Jupyter Notebook, Leaflet.js, SQLAlchemy, Pandas, NumPy, Scikit-learn

**Skills:** Data visualization, machine learning, database management

**Languages:** Spanish (Native), English (Full Professional Proficiency), Italian (Intermediate)

**PROJECTS**

[Data Analytics Bootcamp Portfolio](https://github.com/juanbracho/Data-Analytics-Portfolio) (Github) / – In progress.

* Summary: This Portfolio includes some of the assignments and projects completed during my Data Analytics and Visualizations Bootcamp with University of Texas at Austin.
* Role: Work both by myself for every assignment and in groups of 3 for projects.
* Tools: HTML, CSS, JS, Leaflet.js, JavaScript, SQL, Tableau, Python and more.

**PROFESSIONAL EXPERIENCE**

**Project Administrator** 2022-Present

Atwell LLCDallas, TX

**Key Accomplishments:**

* Provide administrative support to project teams and leadership, including obtaining local government permits.
* Conduct due diligence procedures and liaise with legal for complex compliance matters.
* Maintain and create internal processes and templates for expense management and resource allocation.
* Carry out client onboarding and ongoing vendor management.
* Proactively monitor project status and troubleshoot issues as they arise.
* Organize and coordinate company events including reservations, bookings, payments, and communication.

**US Project Administrator** Oct 2020- Nove 2021

Avaya LLC

**Key Accomplishments:** Buenos Aires, Argentina

* Tracked and input data for resource management and allocation, including both internal and external (contractor) hours and expenses.
* Calendar management for multiple project leaders and US directors.
* Conducted all project billing and invoicing for project leaders and directors in my purview.
* Presented project overviews for discussions regarding use of resources, profit margins, and drafted summary reports including data visualizations.
* Volunteered and was an active member of the 2021 ISO9001 Internal Auditing process. Primarily supported internal auditing processes in Avaya EU offices.
* Communicated daily with teams in Spanish and English.
* Extensive SaaS experience via Avaya One Cloud CCaaS, Avaya Spaces, and Avaya OneCloud, including troubleshooting for team members prior to escalation to IT.

**EDUCATION**

**Certificate, Data Analytics:** Texas State University, Austin, TX Expected: 2024

**Master of Arts, Business Law:** Universidad Argentina de la Empresa,

Buenos Aires, Argentina 2020 - 2022

**Bachelor of Arts, Law:** Universidad Rafael Urdaneta, Maracaibo, Venezuela 2014-2018