

**Jose Zuno Martinez**  
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## EDUCATION

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**GENERAL ASSEMBLY**  
Certification in Data Analytics

**Riverside, CA**  
April 2023 - July 2023

**NORTE VISTA HIGH SCHOOL**  
High School Diploma

**Riverside, CA**  
August 2012 - May 2016

## WORK EXPERIENCE

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**CUSTOM WHEEL ACCESSORIES**  
Business Analyst Associate

**Temecula, CA**  
January 2023 - Current

- Utilize Excel to retrieve product information through lookup functions
- Conduct QA/QC inspections on newly arrived shipments of products
- Utilized SQL to extract and analyze trend lines, as well as profitable quarters' data. Provided strategic recommendations aimed at driving business profitability
- Gather, assess and refine data to find the least profitable product in order to request the right amount of product
- Examined qualitative and quantitative data to reveal industry competitors and gain insights for leveraging our advantages.
- Practiced visualization and presentation techniques under the supervision of leadership

**EMERSON ECOLOGICS**  
Inventory Procurement

**Moreno Valley, CA**  
June 2020 - April 2021

- Complete inventory checks to manage incoming and outgoing supply
- Train new employees in order to be able to meet the demand of picking 80+ lines per hour
- Accurately match barcodes to documents to ensure the customer receives precise orders
- Replenish shelves with available merchandise

**G4S SECURE SOLUTIONS**  
Security Guard

**Riverside, CA**  
November 2018 - June 2020

- Providing high level of customer service in the unarmed security industry
- Trained to react to specific situations effectively and efficiently
- Conduct hourly reports intended for review by the leadership team
- Established effective communication with colleagues and associates to prioritize the well-being and safety of every individual

## ADDITIONAL

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**Technical Skills:** SQL, Tableau, Microsoft Suite, Google Analytics, Clean and Prepare Data, Windows and MAC Proficient, PostgreSQL, Data Mining, Data Visualization and Reporting,

**Languages:** English, Spanish

**Certifications & Training:** Online Course in Management (Coursera), Passed Resume Worded examinations

**Awards:**