

Paolo Ramirez

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Professional Summary

Results-driven Business Analyst with 3 years of experience in using data to improve business operations. Skilled in SQL, Excel, and Power BI, with a strong foundation in business process analysis and reporting.

Education

Bachelor of Science in Business Administration, Major in Management

University of San Carlos – Cebu City

Graduated: May 2020

Technical Skills

- Analytics Tools: Power BI, Excel, Tableau
- Databases: MySQL, PostgreSQL
- Programming: Python (Pandas, Matplotlib)
- Tools: Jira, Trello, Google Workspace

Experience

Business Analyst – Visayas Trade Corporation

June 2021 – Present

- Developed automated business reports using Power BI and SQL.
- Conducted process analysis that reduced supply chain delays by 18%.
- Worked closely with management to create KPI dashboards for performance tracking.

Data Analyst – Internship – Smart Communications

January 2020 – April 2020

- Assisted the analytics team in preparing customer churn reports.
- Cleaned and visualized data using Excel and Power BI.

Certifications

- Google Data Analytics Certificate (2021)
- Microsoft Power BI Data Analyst (2022)

Languages

- English (Fluent)
- Filipino (Native)