

Mark Soro

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Profile

Self-motivated with strong organizational and interpersonal skills. Highly attentive to detail. Solid research skills. Works well independently and on teams. Tech savvy. Proficient in Microsoft Office. Strong desire to learn and grow.

Certifications

Business Analytics Nanodegree

Udacity
2020

Intro to Programming Nanodegree

Udacity
2020

Skills

Excel, SQL, Tableau, Python,
Javascript, HTML, CSS

Education

Bachelor of Science Hospitality Management

Lyceum of the Philippines University
2009

Projects

Analyze NYSE data

Github link: [Analyze NYSE data](#)

- Analyzed and created data visualization for NYSE companies.
- Built financial forecast model based on three scenarios.

Query a music store database

Github link: [Chinook database](#)

- Extracted and analyzed a data set using SQL.
- Communicated insights to help the company thru data visualizations and summary presentation.

Build data dashboards

Github link: [Build Data Dashboards](#)

- Analyzed and visualized large datasets using Tableau.
- Created informative and dynamic data dashboards.

Experience

Inventory Control Specialist

Mandarin Oriental Hotel | Washington, DC | Sep 2017 - Present

- Manage inventoried assets worth over \$300,000.
- Responsible for quality of multiple inventory databases containing constantly changing data related to records of purchase history, inventory availability, supplies issued from stock, inventory counts and monthly cost purchases.
- Correct inventory inaccuracies proactively and based on user input.
- Ensure accuracy of purchase requisitions, purchase orders, invoice payments and returned goods.
- Maintain and verify asset accountability records.
- Conduct investigations of inventory variances and reconcile data discrepancies.
- Implement purchasing strategies in coordination with senior stakeholders.
- Coordinate with finance department to ensure timely payment of all invoices.
- Coordinate with senior leaders during monthly inventories of food and beverage departments and spa to ensure data accuracy.
- Prepare and analyze monthly purchasing reports for submission to finance team.

Assistant Maitre D'

Arts Club of Washington | Washington, DC | Feb 2011 - Sep 2017

- Managed the purchasing and inventory of equipment and supplies.
- Led a staff of up to 15 employees.
- Oversaw customer service and satisfaction.
- Ensured compliance with all policies, standards and procedures.