MARK SORO
Alexandria, VA

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Profile

Self-motivated and highly organized. Excellent time management skills. Proficient in Microsoft Office. SQL and Tableau savvy. Familiar with Python and JavaScript programming languages. Superior attention to detail. Able to work independently and on teams.

Skills

Excel | SQL | Tableau | Python | JavaScript | HTML | CSS

Experience

Inventory Control Specialist

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

- Manage inventoried assets worth over $300,000.
- Coordinate with finance department to ensure accuracy and timeliness of processing payments.
- Run operations and monitor transactions in assigned storerooms to ensure inventory data integrity and be a point of accountability.
- Optimizes data quality by conducting regular audits and ensuring inventory data is kept up to date and accurate.
- Investigate exceptions in inventory reports and reconcile data discrepancies.
- Work with vendors and follow-up on any outstanding problems.
- Collaborate with multiple departments during monthly inventory of food and beverage and spa retail to ensure inventory accuracy.
- Work with Director of Purchasing in developing documentation, research, training materials and standard operating procedures.
- Implement purchasing strategies in coordination with senior stakeholders.
- Respond to ad-hoc data inquiries and assist in data entry tasks.
- Prepare and analyze monthly purchasing reports for submission to finance department using Microsoft Excel.

Assistant Maitre D'

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

- Managed the food and beverage service process and operations.
- Hired, trained and led a staff of up to 15 employees.

- Provided excellent customer experience and resolved any customer concerns.
- Ensured compliance with all policies, standards and procedures.

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.

Certifications

Business Analytics Nanodegree

Udacity

2020

Intro to Programming Nanodegree

Udacity

2020

Education

Bachelor of Science Hospitality Management

Lyceum of the Philippines University

2009