

# Marco Garcia

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<https://marcopaulo01.github.io/portfolio/>

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Junior Data Analyst: Unveiling Insights, Driving Decisions, Excelling in Communication

## Junior Data Analyst

SQL | Power BI | Tableau | Multitasking | Analytics | Custom Reports | Statistics | Curious

- Ongoing student of Software Engineering Technology, having a GPA of 4.02
- Proficient in SQL for querying and analyzing relational databases.
- Skilled in utilizing Power BI for data exploration, visualization, and analysis.
- Strong analytical skills with the ability to derive actionable insights from complex datasets, complemented by excellent communication skills for presenting findings to stakeholders.

## EDUCATION

**Software Engineering Technology Advanced Diploma**  
*Centennial College, Toronto, ON*

2022 – Present  
Expected graduation April 2024

Relevant Coursework:

- Comp 309 – Data Warehousing and Predictive Analysis
- Comp 306 – API Engineering and Cloud Computing
- Comp 214 – Advanced Database Concepts

## EXPERIENCE

**Administrative Assistant**

2015 – 2022

*Bureau of Internal Revenue, Philippines*

- **Legal Compliance Assurance:** Ensured meticulous maintenance of databases, upholding stringent legal standards and regulatory requirements.
- **Data Analysis Leadership:** Spearheaded comprehensive data gathering and analysis initiatives using advanced Excel functions, manipulation techniques, and SQL queries. Utilized SQL to extract and manipulate data from databases, ensuring accuracy and efficiency.
- **Cross-Functional Collaboration:** Collaborated seamlessly with cross-functional teams, integrating diverse data sources for precise and consistent reporting.
- **Strategic Insights Delivery:** Delivered valuable insights to senior management, interpreting intricate data sets for strategic planning and operational enhancements.
- **Proficient Reporting and Communication:** Utilized advanced Microsoft Excel and Word skills to craft detailed reports, incorporating impactful data visualization techniques.
- **Commitment to Compliance Standards:** Upheld the highest standards of legal and regulatory compliance in all aspects of data handling and reporting.

## Project

**Computer Games Data Exploration & Analysis**

[https://github.com/marcopaulo01/computer\\_games\\_data](https://github.com/marcopaulo01/computer_games_data)

- **Description:** Explored a computer games dataset, leveraging Python and Power BI for comprehensive analysis of game genres, operating systems, release years, and producers.
- **Technologies:**
  - Python: Pandas, Matplotlib
  - Power BI: Pie Chart, Bar Chart, Treemaps