

## **MARK RECIO**

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Portfolio: <https://markreciopro.github.io/Portfolio/>

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## **PROFESSIONAL SUMMARY**

Data & Analytics professional with experience across HR, operations, and business intelligence. Skilled in Python, R, SQL, Power BI, Tableau, and forecasting. Known for transforming data into insights that improve decision-making, streamline processes, and optimize workforce planning. Bringing over 10 years of combined analytics, operational leadership, and cross-functional communication experience.

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## **CORE SKILLS**

**Analytics & BI:** Data Modeling • Predictive Analytics • Forecasting • Workforce Planning • Dashboard Development

**Technical Tools:** Python • R • SQL • Power BI • Tableau • Excel (Advanced)

**Business & Operations:** Reporting • Project Coordination • Process Improvement • Payroll & Compliance • HR Metrics & KPIs

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## **PROFESSIONAL EXPERIENCE**

### **MAREC Insights — Las Vegas, NV**

**Data Analyst / BI Consultant | Aug 2023 – Present**

- Designed and deployed Power BI dashboards for HR, operations, and marketing leadership.
- Built predictive recruitment models using Python and R to support workforce planning.
- Developed forecasting models that improved staffing accuracy and resource allocation.
- Led cross-functional discovery sessions to understand reporting needs and deliver tailored BI solutions.

## **Bella Brite Services — Las Vegas, NV**

### **Operations Manager Assistant | Oct 2018 – Aug 2023**

- Managed schedules for 10–50 staff using Microsoft 365 and Excel-based templates.
  - Oversaw payroll, timesheets, and compliance with near-zero discrepancies.
  - Conducted performance and cost analyses that reduced operating expenses by 15%.
  - Streamlined communication between operations and field teams to improve task execution.
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## **Additional Earlier Work History (Customer Service & Admin)**

*(Included for career continuity; can be de-emphasized for analytics roles)*

**Floor Manager Assistant | Trade Show Operations (2015)**

**Convention Customer Service Representative (2014–2015)**

**Administrative Assistant | Express Employment Professionals (2014)**

**Account Sales Manager | Universal Logistics (2012–2013)**

**Administrator | Synergy Placement Agency (2010–2012)**

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## **EDUCATION**

**MBA — Keller Graduate School of Management**

**Graduate Certificate, Strategic Innovation & Change — University of Denver**

**B.S. Technical Management — DeVry University**

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## **CERTIFICATIONS**

- Microsoft Power BI Data Analyst Associate
- Tableau Business Intelligence Analyst
- IBM Data Analytics – Coursera
- Google Data Analytics – Coursera
- Business, Accounting & Finance Analytics – University of Illinois
- HR & Payroll Certification – State of Nevada