MARK ANTHONY RECIO

Email: mark.recio.pro@gmail.com
Phone: (702) 501-9385
LinkedIn: www.linkedin.com/in/marecio
Portfolio: https://markreciopro.github.io/Portfolio/

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.

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.

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)

EDUCATION

MBA — Keller Graduate School of Management
Graduate Certificate, Strategic Innovation & Change — University of Denver
B.S. Technical Management — DeVry University

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