NOE CAREME FOUOTSA MANFOUO, PhD

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# SUMMARY

Dynamic and detail-oriented professional with a Ph.D. in Operations Research, seeking an administrative role. Proven experience in managing complex data analysis projects, coordinating meetings, and preparing documentation. Adept at utilizing MS Office tools to create effective presentations and reports. Strong organizational and communication skills, with a commitment to supporting team efficiency and improving customer experience. Fluent in English and French.

# PROFESSIONAL EXPERIENCE

## BeamData, Toronto, Canada

*Data Science Consultant (Part-time)* March 2024 – Present

- Managed the preparation and presentation of data-driven reports for client meetings.  
- Coordinated cross-functional teams to ensure the smooth execution of administrative tasks.  
- Developed and maintained records in company databases, ensuring data accuracy.

## Ashanti AI, Johannesburg, South Africa

*Data Science Consultant (Part-time)* July 2020 – January 2021

- Assisted in organizing client meetings and preparing relevant documentation.  
- Streamlined administrative processes, leading to improved efficiency in project execution.

# TECHNICAL SKILLS

- Microsoft Office: Excel (Vlookup, Conditional Formatting, Pivot Tables), Word, PowerPoint  
- Data Management: SQL, MySQL  
- Project Coordination: Scheduling, Documentation, Record Keeping  
- Languages: English (Fluent), French (Native)

# EDUCATION

## University of Stellenbosch, South Africa

Ph.D. in Operations Research December 2020

## African Institute for Mathematical Sciences

MSc. in Mathematical Sciences June 2015

## University of Dschang, Cameroon

MSc. in Mathematical Economics November 2013

# CERTIFICATIONS

- Advanced SQL Certification March 2024  
- Google Data Analytics Certification June 2022

# LANGUAGES

- English: Fluent  
- French: Native