

# Onail Nissan

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 Phoenix, AZ

 Portfolio

 LinkedIn

## EDUCATION

B.S.

DATA ANALYTICS AND  
PROGRAMMING

 Mesa Community College

 August 2024 - May 2026

 GPA: 3.7

A.A.

Business

 Glendale Community College

 August 2016 - May 2020

 GPA: 3.4

## Technical Skills

- SQL
- Tableau
- Power BI
- Python
- Microsoft Office
- Troubleshooting

## Attributes

- Detail-oriented
- Analytical
- Adaptable
- Communicative
- Collaborative
- Proactive

## Certifications

Google Data Analytics  
Professional Certificate  
Issued by Google – July 2025  
Credential ID: 04Q71OKOTE60

## Projects

### Top 300 Movie Trends (Tableau)

Visualized genre trends, ratings, and popularity.

### Crime in LA (Power BI)

Analyzed crime data by district and time using interactive dashboards.

## CAREER OBJECTIVE

People Operations Analytics Intern at Meritage Homes and senior student graduating soon with a degree in Data Analytics and Programming. Experienced in building automated dashboards and recurring reports to support data-driven business decisions using SQL, Excel, Tableau, Power BI, and Python.

## WORK EXPERIENCE

People Operations Analytics Intern

### Meritage Homes

 August 2025 - Current

 Scottsdale, AZ

#### Description

Managed and analyzed people operations data to support business goals, maintaining data accuracy and regulatory compliance across internal systems and Excel. Built automated dashboards with scheduled data refreshes and delivered recurring reports to cross-functional teams, providing timely, reliable insights to support operational and business decisions.

#### Key Achievements

- Built and launched multiple automated dashboards used by internal teams to track key people metrics, making data easier to access and supporting better decision-making.
- Prepared and delivered recurring reports for multiple teams, ensuring timely, accurate people operations insights and improving overall reporting efficiency and visibility.

### Recordkeeper Trading Specialist

### Edelman Financial Engines

 April 2024 - March 2025

 Phoenix, AZ

#### Description

Managed financial documentation to ensure regulatory compliance while maintaining data accuracy through internal systems and Excel. Provided technical support and collaborated with cross-functional teams to streamline workflows, resolve discrepancies, and enhance documentation and reporting processes.

#### Key Achievements

- Created over 5 standardized process documents, improving workflow clarity and reducing repetitive errors by approximately 20%.
- Developed onboarding materials that supported the training of 10+ new employees and shortened ramp-up time by around 30%.
- Contributed to a new-hire welcome initiative that improved team integration and increased positive onboarding feedback by 15%.

### Operations Manager

### Gyros Express

 August 2021 – April 2024

 Scottsdale, AZ

#### Description

Oversaw daily restaurant operations, ensuring efficiency and consistency across shifts. Tracked inventory with Excel and conducted weekly stock checks to avoid shortages. Trained and onboard new employees, and created clear procedures for cleaning, POS use, and counterfeit bill detection. Helped improve team performance through structured workflows and hands-on support.

#### Key Achievements

- Contributed to a 25% increase in positive Yelp reviews by enhancing customer experience through improved service standards and team training.
- Maintained high health and safety standards, earning an A rating on 100% health inspections during tenure.