



# Jose Dino Abaya

Data Analyst/Web Developer

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Muntinlupa, Philippines

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Detail-oriented Business Development Analyst with 2+ years of experience optimizing sales processes through meticulous data management. Ensuring accuracy and quality of lead information for business growth. Skilled in training new colleagues and maintaining workflow efficiency. Excited to leverage analytical insights to drive strategic decision-making and enhance operational performance for your organization.

## SKILLS AND ACHIEVEMENTS

- Computer Literate (**Microsoft Office, Google Suites, PowerBI, Visual Studio, VS Code**)
- Advance skill in Microsoft Excel for Data Analytics
- **Data Analytics** (Data preparation, Data cleaning, Data Aggregation, Data Visualization and Dashboarding)
- **Programming languages: Python, C++, SQL, JavaScript**
- **Web Technologies (HTML, CSS, Bootstrap, Flask, WordPress)**
- **Tools and Technologies: Git, GitHub, Bash Scripting**
- **Databases: SQL Server Management Studio, SQLite**
- Proficient in using AI tools and technologies.
- Psychological Assessment and Test Development
- Psychological Statistics
- Excellent Research skills
- Good eye to details
- Sharp analytic skills
- **Cum Laude** Bachelor of Science in Psychology A.Y. `17-`18
- Professional Regulation Commission Board Passer – Psychometrician (October 2018)

## WORK EXPERIENCE

### Information Technology Intern (Work-from-Home)

The Umonics Method Ltd.

*May 2024 to July 2024*

- Created and managed multiple responsive and user-friendly websites using WordPress.
- Conducted thorough research on WordPress functionalities, best practices, and recommended tools.
- Designed visually appealing learning materials with Canva, including tutorials and infographics.
- Assisted in training and mentoring new interns, sharing knowledge on WordPress and Canva.

## **Business Development Analyst**

Freelance (Work-from-Home)

Shangli Information Technology Co., Ltd.

*September 2021 to July 2024*

- Updating and refining lead information by leveraging various sales intelligence software tools.
- Possesses extensive familiarity with Sales Force CRM, Zoominfo, and LinkedIn Sales Navigator, enhancing data management capabilities.
- Diligently ensures data accuracy and quality to drive business growth and performance.
- Demonstrated proficiency in training newly hired colleagues on work processes and workflows, contributing to team efficiency and effectiveness.

## **Psychometrician/Admin**

Magayanes Psychological and Diagnostic Center

*June 2020 to June 2021*

- Conducting intake interviews for new clients and administering psychological exams with precision.
- Skilled in constructing comprehensive Psychological Evaluation Reports to support therapeutic interventions.
- Provides invaluable support in therapy activities while efficiently managing administrative tasks for the clinic.
- Demonstrates a commitment to excellence in every aspect of clinical practice.

## **Recruitment Specialist**

Mirof Resources Inc.

*November 2018 to February 2020*

- Proficient in sourcing top-tier talent through diverse channels including Facebook, LinkedIn, Indeed, Job Fairs, and referrals.
- Demonstrated expertise in attending job fairs and conducting rapid applicant screenings, ensuring alignment with organizational requirements.
- Adept at coordinating and scheduling initial and final interviews for candidates with clients.
- Experienced in managing a wide range of job positions, from rank-and-file to executive roles.
- Meticulously collects and processes personal information and government-mandated data for hired applicants.
- Collaborates closely with clients during meetings to ensure alignment with recruitment objectives.
- Consistently submits comprehensive weekly reports detailing hired and deployed applicants.
- Diligently monitors the progress of hired applicants through requirement processing, orientation scheduling, and deployment dates, ensuring seamless integration into the workforce.

## VOLUNTEER EXPERIENCE

### Volunteer Member

Philippine Mental Health Association

*August to October 2021*

- Proficient Frontline Chat Support Specialist adept at delivering high-quality assistance to customers through chat platforms.
- Skilled in providing Psychological First Aid, offering empathetic support and guidance to individuals experiencing emotional distress.
- Demonstrates a commitment to maintaining professionalism and confidentiality in all interactions while effectively addressing customer concerns.

### Volunteer Member

Juan for Mental Health

*July to December 2020*

- Experienced Chat Support Specialist proficient in conducting one-on-one chat support sessions and facilitating online group support activities.
- Demonstrates exceptional interpersonal skills and a compassionate approach to providing assistance.

## EDUCATION

- **Masters in Information Technology**  
Pamantasan ng Lungsod ng Muntinlupa  
August 2022 – (In Progress Capstone)
- **Bachelor of Science in Psychology**  
Pamantasan ng Lungsod ng Muntinlupa  
June 2014- June 2018  
Cum Laude

## CERTIFICATES AND TRAININGS

- **100 Days of Code: The Complete Python Pro Bootcamp**  
Udemy  
March – July 2024
- **Software Engineering Course (Beginner, Intermediate, Advance)**  
Department of Information and Communications Technology through DICT-LMS  
May 2024
- **Programming with Python (Beginner, Intermediate, Statistics, Data Analysis, Data Visualization, Web Apps with Flask)**  
Department of Information and Communications Technology through DICT-LMS

March – April 2024

- **Mastering Microsoft Excel with the MO 200 Certification Training**  
Department of Information and Communications Technology – Region V  
January – February 2024
- **Data Analyst Pathway program (10 courses + Capstone)**  
**Micro Specialization: Operations Analytics and Human Resources**  
Project Sparta  
March – September 2023
- **Google Data Analytics (8 courses + Capstone)**  
Coursera  
March – June 2023

## PERSONAL DETAILS

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Nickname	:	Onids
Birth date	:	November 4, 1992
Age	:	31
Sex	:	Male
Civil Status	:	Single
Nationality	:	Filipino
Religion	:	Catholic

***The applicant certifies that the above information is true and correct to the best of my knowledge and belief.***



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**Jose Dino Abaya**