

RELIE RANGASAN

Data Analyst

An entry level professional with an experience in Social Media Marketing, Graphic Design and currently taking a Data Analytics course with Refocus Digital Academy. Fully trained in technologies such as SQL, PostgreSQL, PowerBI and Reports Creation. Currently seeking opportunities in Data Analytics industry.

EDUCATION

- Refocus Digital Academy
Data Analytics
2022

CONTACT

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TOOLS AND SOFTWARE

- Microsoft Office (Powerpoint)
- Excel - pivot tables, data stories, data visualization)
- SQL - PostgreSQL | Visual Studio Code | PgAdmin
 - loading data, data preprocessing, data cleaning
- PowerBI
 - Data cleansing and manipulation
 - Power Query
 - DAX functions
 - Data Modeling
 - Data Visualization

TOP SKILLS

- Hard Skills
 - Data modeling and reporting
 - Data mining and analysis
 - Business valuation
 - Data Organization
 - DAX analysis
 - Data Visualization
- Soft Skills
 - Observation
 - Decision Making
 - Communication
 - Multi-tasking

PROFESSIONAL EXPERIENCE

- Axury Virtual Assistance | Social Media Marketing Virtual Assistant
2021- Present
Key responsibilities:
 - come up with contents related to my clients niche thru online research
 - manage contents thru scheduling it on different scheduling platform such as Buffer.
 - execute social media strategy such as hashtags or keyword research to increase visibility of its social content.
 - generate leads thru sending initial message to targeted audiences

PROJECT EXPERIENCE

- Refocus (Yellevate) | Data Analyst
2023
I completed the following tasks for the company as part of my studies.
 - I determined the origins of these issues using information the company gathered, and I developed resolution plans.
 - Identified the issues the company was having and developed goals to address them using data analysis.
 - Set data analysis objectives in line with these corporate aims.
 - Performed data analysis by importing a.csv file into SQL and cleaned the required data.
 - Utilize Excel to analyze data.
 - Make processed Data visible.
 - Develop insights from the analysis to offer suggestions on likely tactics for handling disagreements well.
- Refocus (Clockster) | Data Analyst
2022
I was a data analyst for the HR Department for a medical company. We were asked to find the most disciplined and undisciplined employees and which departments tend to forgive employees for lack of discipline
 - Data was taken from .csv file and imported to SQL
 - SQL queries used to do data cleaning
 - Used PowerBI to create a dashboard that visualizes the data extracted from the SQL queries.
 - Used PowerBI to create a report that summarizes the findings from the analysis.