

JOLA TACIJ

Business Operations Specialist (BI)

+39 349 005 6208 @jola.tacij@outlook.com http://www.linkedin.com/in/jola-tacij/ Abruzzo, Italy



EXPERIENCE

Deployment Coordinator & Commercial Assistant

E.ON Drive Infrastructure (UK & Italy) 06/2024 Remote

- Developed a **Power BI dashboard** with **geospatial mapping**, **semantic models**, and **Python scripting**. Enabled Location & Partner Managers to identify gaps, forecast deployment, and optimize resources.
- Managed **50+ deployment projects** using **Sitetracker**, ensuring accurate tracking, **cross-functional visibility**, and milestone delivery.
- Created an **opportunity tracking dashboard** in **Sitetracker**, monitoring projects from start to deployment. Enhanced pipeline visibility and decision-making for leaders.
- Compiled and verified Italian commercial contracts in **Sitetracker** to track payment dates, expiry dates, and calculated timeframes, ensuring accuracy of links, metadata, and financial splits.
- Supported **end-to-end grid connection applications** and approvals with both DNOs and internal governance teams.
- Oversaw **invoice** and **PO workflows** in **Business Central**, liaising with **Procurement and Finance** to resolve discrepancies.
- Facilitated alignment between **Engineering, Deployment, Procurement**, and **Finance**, improving **process transparency** and **execution flow**.

Project Coordinator (Business Intelligence & Reporting)

SWARCO UK Ltd. Smart Charging 10/2022 - 07/2023 Remote

- Delivered **financial and asset reporting projects** across **Operations** and **Finance**, translating business goals into actionable **BI outputs**.
- Created **automated dashboards** in **Power BI** and **Power Query**, driving visibility on KPIs, timelines, risks, and cost analysis.
- Collaborated with stakeholders to define project **milestones**, **reporting cadences**, and delivery timelines.
- Provided **senior management** with actionable insights by validating and analyzing **financial data**, driving **leadership decisions**.
- Enabled structured project reporting, aligning business intelligence with **resource planning**, **performance**, and **operational goals**.
- Played a key role in **cross-functional planning and review**, coordinating between teams for project delivery alignment.

Network Support / Data Coordinator

SWARCO UK Ltd. Smart Charging 03/2020 - 10/2022 Remote

- Increased departmental efficiency by {25%} by supporting the establishment of the EV Investment Department and PoGo Brand strategy.
- Conducted **site evaluations** for **EV charger deployment**, assessing **feasibility** and **investment potential**.
- Presented **data-driven insights** to the **Board**, guiding **investment analysis** and strategic decisions.
- Managed **project documentation**, ensuring **compliance**, **accessibility**, and **efficiency**.
- Automated data extraction**, significantly reducing manual tasks and improving efficiency.
- Designed **training programs** for operational staff, ensuring effective adoption of new tools.

Project Coordinator & Virtual Assistant

Virtual Jola 01/2018 - 03/2020 London

- Provided **project coordination** and **executive support** to CEOs and small businesses.
- Designed **custom workflows** and **process improvements**, enhancing **efficiency**.
- Managed **executive schedules**, supported meetings, and **travel arrangements**.
- Oversaw **REG tracking** and compliance, meeting **project milestones**.
- Recorded and distributed **meeting minutes**, tracking **action items**.
- Liaised with **stakeholders**, streamlining **communication** and **project execution**.

SUMMARY

AgilePM®-certified Project and Business Analyst with 5+ years of experience in energy infrastructure and tech-driven environments. Skilled in cross-functional coordination, workflow optimization, and data analysis using Sitetracker, Power BI, SQL, and Business Central. Actively seeking a remote role to apply a broad technical and strategic skill set, including recent work in Generative AI.

KEY ACHIEVEMENTS

Department Workflow Optimization

Designed a structured file and data system, **improving access**, **compliance**, and **collaboration** across teams.

SKILLS

Project & Operations:

Project Coordination | Stakeholder Engagement | Process Optimization | AgilePM | Planning & Scheduling | Communication | AgilePM Methodologies (Certified) | Generative AI Project Involvement

SKILLS

Data & Technology:

Power BI | Sitetracker | Business Central | Databricks | SharePoint | Power Query | Excel | MySQL | DAX | Microsoft 365 | Tableau | Power Automate | ETL | Python

CERTIFICATION

AgilePM® v3 Foundation

APMG International, 2025 – *Practitioner exam preparation underway*

PL-300 PowerBI Data Analyst Associate

Microsoft Certified in 2022

EDUCATION

Diploma in Business and Service Industry Management

WSHiG

09/2000 - 05/2003 Poznań, Poland

STRENGTHS

Collaborative & IT-Savvy

Strong ability to connect technical and non-technical teams, **ensuring smooth communication and execution**. Known for being **approachable**, **detail-oriented**, and **adaptable**—helping teams deliver outcomes with clarity and efficiency.