

# Tania Alonso

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## Profile:

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- Data Analyst
- 7 years of experience in Ireland's English-language sector and 2 years of experience in operations
- Strong analytical skills and attention to detail
- Excellent written and verbal communication skills
- Spoken Languages: English (Fluent), Spanish (Native)

## Education:

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**September 2023 – September 2024** **National College of Ireland, Dublin** | ncirl.ie  
• Higher Diploma in Science in Data Analytics – First Class Honours

**Modules:** Programming with Python, Statistics, Data Governance, Business Intelligence, Data Bases & Machine Learning

**June – September 2021** **IBAT College, Dublin** | ibat.ie  
• Diploma in Web Design

**Modules:** HTML, CSS, Java Script and Website Hosting

**June – September 2020** **IBAT College, Dublin** | ibat.ie  
• Diploma in Python Programming

**Modules:** Python fundamentals, Fundamentals of Object Orientated Programming, Data Analysis using NumPy, Pandas and MATLAB

**October 2019 – January 2020** **IBAT College, Dublin** | ibat.ie  
• Diploma in Introduction to Computer Programming (Java)

**Modules:** Java Programming, Object Oriented Programming, Graphical User Interface (GUI)

**September 2009 – August 2013** **Universidad de Colima, Mexico** | ucol.mx  
• BA(Hons) in International Relations

**Modules:** Statistical Analysis Applied to Social Sciences, International Political Economy, Contemporary Geopolitics, Mexican Foreign Policy, International Trade, Public International Law

## Technology Skills:

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- **Python:** have developed a good programming knowledge of python throughout the degree.
- **JavaScript:** have used JavaScript to enrich Google Sheets.
- **Java & HTML:** used these tools to add information in student Moodle and college website.
- **Databases & SQL:** have gained knowledge of SQL and developed databases by writing queries.
- **Google Workspace:** use these applications in my day-to-day activities: Drive, Sheets, Docs, Gmail, Calendar & Calendar Appointment Schedules.
- **PowerBI:** used weekly to present performance and projection reports to senior management.
- **Excel:** advanced knowledge of MS Excel, including use of pivot tables, v-lookups, charts, advanced formulas and data analysis.

## Career History:

**May – July 2024:**

**IBAT College Dublin**

### College Admissions Supervisor

- Lead a team responsible for the complete admissions process for six courses offered by the college.
- Examined processes in a regular manner to increase productivity by simplifying processes.
- Compiled and presented reports about current and projected campus availability to senior management.
- Maintained an effective and clear integration of the admissions team process with other teams.

**July 2022 – May 2024:**

**IBAT College Dublin**

### English Language Operations Coordinator

- Led a team of 3. My team was responsible for the complete admissions process in the English Language School.
- Created an automated report about the college availability per campus and type of course. The report was built using complex formulas in Excel, Google Sheets and JavaScript.
- Examined processes in a regular manner to increase productivity by simplifying processes.
- Automation of manual processes such as mass emails for students and student groups.
- Compiled and presented reports about current and projected campus availability to senior management.
- Maintained an effective and clear integration of the admissions team process with other teams.
- Acted as a Point of Contact for Sales Representatives within the organization.

**May 2019 - July 2022**

**IBAT College Dublin**

### Student Recruitment Executive

- Completed necessary administration and paperwork associated with admissions process for over 200 students per month.
- Processed applications through Class System by Infospeed and Edvisor.
- Allocation of payments and credit control.
- Followed up with debtors/bad debt.
- Created weekly starters list in together with the Academic Team.
- Reported monthly cash flow and volume of applications.
- Helped Student Services updating the Student Portal and Google Classrooms with relevant information for each student using HTML.
- Recognised as team leader for my problem solving and analytical skills which resulted in a promotion to Operations Coordinator.

**February 2016 - May 2019**

**Time2 Travel Agency, Dublin**

### Admissions Assistant

- Supported Admissions Office with the registration of new clients in the selected education programme.
- Responded to a large volume of enquiries, via email and telephone, about the programmes offered and the admissions process from sales consultants and partner schools.
- Prepared documentation such as acceptance letters and medical insurance policies for enrolled students.
- Managed the data entry into local database.
- Participated in student fairs in Ireland, Germany, and Mexico.

## Interests:

### **Own Projects:**

- Keen house gardener. Proud owner of 25 house plants with special appreciation for succulents and orchids.
- Avid crocheter with more than 5 years of experience creating stuffed dolls and toys.

**REFERENCES AVAILABLE UPON REQUEST**