

VINICIUS DORICIO

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EXPERIENCE

Administrative Assistant

Sicoob Unimaís CLP

March 2018 - April 2022

- Developed and maintained complex Excel dashboards, conducting thorough data analysis utilizing functions, VBA and SQL to identify trends, inform strategic planning and prepare for new datasets, enabling real-time insights for the board of directors and account managers.
- Created and automated Power BI reports, enhancing visualization and accessibility.
- Collaborated with cross-functional teams to understand data needs and deliver actionable insights, resulting in improved operational efficiency and data-driven decision-making.
- Supervision and optimization of administrative and operational processes to ensure compliance with company policies and procedures.
- Collaboration in supporting internal and external audits, with the preparation of documentation and reports, contributing to the compliance and integrity of the data presented.

Developed Skills: Data Analysis, Excel, Power BI, VBA, MySQL.

INTERNATIONAL EXPERIENCE

CANADA

Toronto

May 2022 - September 2024

- Teamwork in a dynamic and multicultural environment, developing skills of communication, problem solving, time management, adaptability and customer service.
- Continuous study and practice of skills related to the area of technology and business.

EDUCATION

Bachelor's in Computer Science

UNIP - Universidade Paulista

Business Administration

Toronto School of Management

Data Analyst Career Path

Microsoft Learn

Data Analyst Bootcamp

Alex The Analyst

LANGUAGE SKILLS

English

Fluent

Portuguese

Native