

## Summary

A highly competent, organized and service-oriented professional Planner and Data Analyst with over 7 years of experience identifying any efficiencies, problem areas, and/or potential improvements. Some of my proven results include performing high-level analysis for business requests and generating summary documents for CEO management for monthly and quarterly audit and compliance reports. Educational requirements listed includes a bachelor's degree in Telecommunication Engineering, coupled with more than 7 years of experience in fields like assessment data, data investigation, test development, products and services research.

## PROFESSIONAL SKILLS

- Highly creative, self-motivated individual with 13 years of experience.
- Commitment to delivering a high level of customer service.
- Computer skills necessary to compile and organize information including ETL system design.
- Strong organizational skills and the ability to give attention to details
- Able to work effectively as an independent or part of a team

## Experience

Xcel Energy®, Henderson, CO

February/2019 to Current

### ***Supply Chain Analyst (SharePoint – Tableau – Power BI – Dashboard implementation Project)***

- Create technical & process documentation, SharePoint Libraries to ensure continuity and scale-up of manuals and development information.
- Create Tableau Dashboard guides for planners and buyers showing a quantitative and analytic information related to Purchase Request and Purchase Orders.
- Manage SQL and MySQL script connections to Tableau and Power BI to process large amount of data into dashboards
- Develop several Script Recording and Playback routines to speedup manual and time-consuming procedures.
- Acquire, cleaned, and sorted large data sets to be adjusted to SAP requirements for transferring.

Dymark Solutions Corp, Doral, FL

April/2014 to December/2018

### ***Supply Chain and Planner Analyst – Project Manager***

- Support Accounting, Forecasting and Revenue Assurance teams on the ad-hoc reporting requests, including customer behavior analysis and demographic report, also supported wide range of projects related to dealing with raw data into graphic models.
- Reduced cost by negotiating prices and delivery time by comparing pricing and key performance indicators.
- Manage Report Platform Development, implementation and support, using PHP and MySQL to connect database to different sources to have a better presentation of the information allowing managers to have a clear picture of their business.
- Connect and cleanse data from data warehouses, cloud applications, spreadsheets, and other sources using Alteryx.
- Perform self-service data analytics and create reporting layouts in tables and charts using Tableau
- Ensure constant availability of stock by running stock status report and analyzing stock needs.
- Online meetings with suppliers from abroad and other activities related to the cargo.

Trade Logistics Corp, Doral, FL

April/2011 to March/2014

**Logistics - Procurement Coordinator**

- Led Internal Procedures Policy Development for a Freight forwarder business allowing to optimize each process of the logistics chain from the quotation to the delivery of the cargo at its final destination.
- Managed Physical Business Development with Low cost technology including low cost communications, web site management tools adaptation, security video monitoring and finger prints, human resources tools, printing materials and search engine optimization.
- Responsible and accountable for the coordinated management of multiple related projects directed toward strategic business and other organizational objectives
- Maintained continuous alignment of program scope with strategic business objectives and make recommendations to modify the program to enhance effectiveness toward the business result or strategic intent.
- Fostered customer loyalty by ensuring that our customers fully utilize the value of our solutions and services.

Energy Freight Systems, Doral, FL

2007 to March/2011

**IT Coordinator**

Nature's Flowers, Miami, FL

2005 to 2007

**IT Administrator**

## Education

HubSpot Certified Partner (Analytics)

2018

SEMrush Certified (Analytics)

2018

Google Partner (Analytics)

2018

B.S., Telecommunications Engineer

2005

Saint Thomas University, Colombia

## Additional Skills

- **Project Management Software:** Microsoft Project, Trello, Smartsheet, Asana and Orange scrum.
- **Business Administration Software:** MS Office (Excel, Outlook, PowerPoint, Word), Adobe Acrobat and Intuit QuickBooks.
- **Data Managing Software:** MySql (php scripts), SQL, Qlik View, Sisense BI, Alteryx, SAP ERP Central Component and Tableau.
- Available to relocate and travel until the Project is completed.