Jason Bo Tonogbanua

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Fully Work Authorized · No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Data Professional with 2 years of experience in data analysis, data visualization, data modeling, and database management for diversed industries.

Key Skills

- Data Analysis
- Data Visualization
- Data Modeling
- Database Administration
- Dashboard Building
- Excel
- SQL
- Power BI
- Tableau
- Python
- Snowflake
- Epic EHR
- Jira
- Slack

PROFESSIONAL EXPERIENCE

Quality Assistant   05/24/2023 - Present

On Lok, San Francisco, California, USA

On Lok is a community-based organization, working closely with our community partners to improve policy and innovate senior services in the Bay Area.

- Reviewed, analyzed, and ensured quality of data from Epic into the database system by utilizing SQL and Excel
- Created reports for executives to show quality and quantitative trends to define key metrics
- Maintained a 99% data accuracy standard by proper implementation of data quality and data integrity
- Queried data from Snowflake to create reports that would help with the quality improvement initiatives
- Created and maintained data quality dashboards using Tableau, resulting in improved visibility and faster issue resolution

HR Data Analyst and Quality Assurance Supervisor   09/12/2022 - 02/15/2023

Archon Special Machineries Inc., Davao City, Davao del Sur, Philippines

Leading distributor of trucks & heavy equipment in the Philippines. A certified partner and dealer of SINOTRUK and SANY, the largest and number one manufacturer of trucks and heavy equipment in China.

- Automated, generated, analyzed, and distributed recurring HR metrics and ad-hoc reports to the appropriate stakeholders.
- Worked with leadership to implement initiatives to increase employee satisfaction by 30%.
- Leveraged reporting and analytics to identify opportunities, patterns and risks such as creating an attendance tracker which resulted to a 40% decrease in tardiness.
- Conducted analyses of workforce data using statistical methodologies, and communicated findings and recommendations in a way that supports short and long-term goals and influences the organization's actions on critical initiatives.

HR Data Analyst and Quality Assurance Associate   08/08/2022 - 09/12/2022

Archon Special Machineries Inc., Davao City, Davao del Sur, Philippines

Leading distributor of trucks & heavy equipment in the Philippines. A certified partner and dealer of SINOTRUK and SANY, the largest and number one manufacturer of trucks and heavy equipment in China.

- Answered employee queries with relevant information in documentation.
- Updated HR reporting metrics, dashboards, and ad-hoc analyses to increase the time stakeholders retrieve the information by 70%.
- Produced reports and analyze HR data to provide recommendations to leadership.
- Autonomously applied advanced technical and analytical skills to examine large amounts of data and transform them into informative qualitative and quantitative HR metrics.

Jr. Data Analyst   01/11/2021 - 12/06/2021

Sparcs Enterprise, Davao City, Davao del Sur, Philippines

A virtual assistance agency that provides B2B services to clients worldwide

- Identified and maximized sales opportunities and increased customer retention rates by 8%.
- Collected and analyzed data on established and prospective customers, competitors, and marketing channels.
- Prepared reports that interpret consumer behavior, market opportunities and market trends.
- Utilized Microsoft Excel for data intelligence and analysis.

Data Entry Specialist   06/15/2020 - 01/11/2021

Sparcs Enterprise, Davao City, Davao del Sur, Philippines

A virtual assistance agency that provides B2B services to clients worldwide

- Filed information into spreadsheets and databases according to instructions.

- Accurately reviewed and processed electronic files via software applications such as Microsoft Excel and Adobe Acrobat.
- Prepared and organized documents for data entry.
- Corrected and verified data from several different sources.

ADDITIONAL WORK EXPERIENCE

Supply Chain Analyst (Internship)   **04/05/2021 - 05/21/2021**
ETLC Home Furnishing Corp., Davao City, Davao del Sur, Philippines
- Automated inventory system using Microsoft Excel to manage supply levels.
- Conducted data analysis on supply chain, inventory management, and transportation processes with a team of supply chain analysts to identify continuous improvement opportunities, resulting a 10% reduction in operating costs.
- Conducted time and motion study to analyze the production time to increase employee efficiency to increase production efficiency by 5%.
- Increased manufacturing efficiency to 2% by developing and ensuring adherence to new Standard Operating Procedures.

EDUCATION

Bachelor of Science in Industrial Engineering, 2022
Ateneo de Davao University

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

Excel Specialist, Maven Analytics
Advanced Dashboard Design, Maven Analytics
MySQL Data Analysis, Maven Analytics
MySQL Database Administration, Maven Analytics
Power Bi, Maven Analytics
Tableau, Maven Analytics
Python and Machine Learning, Maven Analytics