

ANTONEELY CALIZAYA

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START ONLINE INTERVIEW

SUMMARY

Curious and lifelong learner, pursuing a Master's in Business Analytics, with a Bachelor's in Management and Marketing. Passionate about data-driven decision making, enjoying working with complex data problems. Highly analytical, continuous improvement-oriented, with 6 years of experience including a mid-level position in management, developing projects and implementing strategies. Leader with outstanding troubleshooting and creative thinking ability.

EDUCATION AND TRAINING

Master of Business Analytics

Victoria University | Australia | Expected completion in Jun 2023

- Future Leaders Scholarship Recipient

Bachelor's degree, Management And Marketing

Peruvian University of Applied Sciences | | Lima Peru | Jul 2015

- Ranked in Top 10% of class

EXPERIENCE

Data Analyst consultant

The Data School Down Under | Melbourne, Australia | Jun 2022-Oct 2024

- Worked with complex data projects from diverse industries using Tableau and Alteryx.
- Performed in-depth data validation and preparation identifying efficiencies and areas to improve within data streams. Provided technology solutions that supported business needs, such as automating macro solutions.
- Synthesise large amounts of information to present data-driven recommendations and visualisations improving businesses' decisions and strategies.
- Participated on project teams reviewing business requirements and revising implementation strategies to resolve data issues. Assessed data and validated results as part of quality assurance. Identified trends through data analysis.

Process Automation Developer

Freelance | Melbourne, Australia | Feb 2021-July 2021

- Demonstrate understanding of the business cases and processes at 100%. Build and maintain effective business relationships. Evaluate and analyse client requirements.
- Identify, recommend and execute automation solutions to improve processes by 70% or more using Python, Google Apps Script, and CRM. Produce user documentation.

Admission's Coordinator

Toulouse Lautrec | Lima, Peru | Jan 2018-Dec 2019

- Managed the admission department for 2 locations by supervising 4 assistants and 1 data entry operator. Coordinated administrative processes and prepared key reports for the Admission and Commercial Director.
- Conducted staff performance evaluations and delivered professional development plan to promote positive work environment, strengthen operating procedures and capabilities by 50%.
- Researched and implemented new technological trends advances by 100% into the processes.
- Analysed metrics and identified the processes with most management waste to devise improvements.
- Coordinated with cross-functional project team to executed multiple process improvement projects resulting in significant boosts in productivity by 75%. Identified and communicated project plans.

- Presented budget programming involving review and preparation of budget estimates with 98% accuracy.

Head of Executive Programs in Academic Support

CENTRUM PUCP | Lima, Peru | Jun 2017- Dec 2017

- Administered successfully the academic support department for student and teacher performance in 48 programs. Supervised work of 2 staff members. Directly reporting to the Admission Director.
- Executed proposal process improving to achieve workflow needs. Redesigned tracking system to prioritise and organise activities to meet deadlines at 100%.
- Collaborated with internal audits to meet objectives and reorganised the control processes.

Administrative Assistant

CENTRUM PUCP | Lima, Peru | Jun 2016-May 2017

- Achieved efficiently administrative support to the Manager and the Director of Admissions.
- Controlled the admission process indicators at 100%.
- Conducted a process analysis and suggested improvements for diverse range of documentation and administrative processes to reinforce office workload efficiency by 75%.
- Generated new reports as needed by admissions director and other administrators to assist in updating, changing, and refining school application processes.

Internship

CENTRUM PUCP | Lima, Peru | Feb 2015-May 2016

- Provided assistance to the department staff and performed statistical reports in spreadsheet for review.
- Organised an e-mailing campaign which raised \$/400,000, higher collection by 30% in comparison to the previous year.
- Developed improvements to increase productivity. Reduced search time by 90% utilizing macros.
- Applied macros to decrease information search times by 90%.
- Updated documentation and created flow charts to improve quality control management duties.

SKILLS

- Strong analytical mindset and process-oriented approach with a focus on continuous improvement evidenced by the projects implemented.
- Effective command of quality control, implementation of proposal improving, project management, and digital transformation. As a result of analysed processes for the Admission and Commercial Director.
- Ability to pick up new business processes and new technologies quickly as Process Automation Developer Freelancer.
- Comprehensive and evident understanding of Python Program, R, Google Apps Script, GitHub, Zapier. Cloud Tech AWS. SPSS Statistics. Databases such as SQL, SAP, Alteryx. Data visualisation tools, Power BI and Tableau. Process mapping VISIO and Bizagi.
- Strong statistical data analysis for drawing insights, and solid knowledge of research techniques: qualitative and quantitative methods in data collection, as Master of Business Analysis student.
- Highly capable to communicate effectively and engage collaboratively at all levels gained through my experience as head of Admission.
- Strong organisation and facilitation skills to plan, prioritise work, and resolve challenging situations quickly and independently. Demonstrated while managing the admission department.
- Ability to present complex process to non-technical audience by presenting automation solutions as Process Automation Developer and coordinating with cross functional project team as Admission's Coordinator.

WEBSITES, PORTFOLIOS, PROFILES

- antoneelycalizaya.com/
- www.linkedin.com/in/antoneelycalizaya/
- github.com/acalizaya/Projects
- <https://public.tableau.com/app/profile/antoneely.calizaya>