

SAINT DE LA ROSA

O P E R A T I O N S & D A T A S P E C I A L I S T

PROFILE

Analytical and results-driven Operations & Data Specialist with 3+ years of experience in financial data tracking, performance reporting, and workflow optimization. Proven ability to leverage data for actionable insights, enhance productivity, and streamline complex operational processes. Adept at delivering accurate, timely information to support strategic decision-making in dynamic environments.

PROFESSIONAL EXPERIENCE

Operations Assistant

Ops Made Simple | 2023 - Present

- Analyzed and tracked financial metrics across 34 properties, including monthly costs and vendor category data, utilizing Excel to provide critical insights that streamlined decision-making for a key vendor acquisition.
- Designed and maintained interactive data visualization dashboards (e.g., in Power BI) to present financial trends and operational insights, significantly enhancing reporting clarity and directly supporting strategic planning initiatives.
- Managed end-to-end financial reporting for vendor spending and payroll, identifying and rectifying inconsistencies to improve data accuracy and optimize financial operations.
- Initiated and implemented new organizational systems to streamline operational workflows, driving a quantifiable 15% increase in team productivity.
- Managed critical daily operations, implementing process improvements that ensured efficient workflow and facilitated effective cross-functional team communication.

Security Specialist

Target | 2022 - 2023


- Performed comprehensive security audits across 15,000+ sq. ft. of retail and stockroom space, utilizing data analysis to identify systemic vulnerabilities and contributing to a 20% reduction in internal theft.
- Systematically documented and analyzed 100+ security incidents, maintaining meticulous records to ensure compliance with corporate and legal reporting standards, and support post-incident analysis.

Sales Associate

Sustainable Fashion Community Center | 2020 - 2021

- Delivered high-quality customer service, resolving an average of 25+ daily inquiries, which helped maintain a 95% customer satisfaction rate.
- Fostered strong teamwork and communication to uphold operational continuity and safety during peak hours.

CONTACT

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SKILLS

- Technical: Financial Tracking & Reporting, Budget & Cost Analysis, Vendor Spending Analysis, Data Entry & Cleansing, Data Analysis, Workflow Optimization, Python, SQL
- Tools: Microsoft Excel, Google Sheets, Power BI, Tableau, Google Workspace, Asana, Linux, Windows
- Soft Skills: Critical Thinking, Problem Solving, Attention to Detail, Team Collaboration, Initiative, Written & Verbal Communication

CERTIFICATIONS

- CompTIA Security+
- CompTIA Network+
- Asana Workflow Specialist

EDUCATION

Blaizing Academy

Cybersecurity
2023