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Dear Hiring Manager,

I'm writing to express my interest in the Data Analyst position and contribute to increase the company performance by implementing data driven solutions and their positive impact on the customer service.

I have experience working on extracting, transforming and loading the data (ETL processes), data preprocessing, data visualization and data analysis on large and complex data sets.

My passion is to provide and present in-depth analysis that allow businesses to improve their operations.

I'm excited by the prospect of expanding my knowledge, while providing valuable insights to the company.

In my current role as a Data Analyst at Airbus, I gather data from external suppliers and in-house tools, do data cleansing, develop analysis, and create reports, dashboards and KPIs for the Logistics and Transport Division, of Airbus Defense and Space.

I also work on process automation, developing scripts to automate tasks on the Google tools (Sheets, Slides and Emails).

With skills as attention to detail, critical thinking and grow mindset, I believe I can be a great fit for the company.

I can code and use a wide range of data tools, including Microsoft Power BI, Tableau, SAP Analytics Cloud, Qlik Sense, Looker, Apps Script/JavaScript, Python, SQL Server, MySQL, and I'm eager to experiment new ones.

Thank you for your time and consideration, and I look forward to speaking with you soon. If you want to arrange an interview, you can contact me at the information above.

Sincerely,

Alexandra Machado

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Data Analyst



Skills

- Database Language: SQL Server, MySQL.
- Data Reporting Tool: Microsoft Power BI, Tableau, Qlik Sense, Looker.
- Programming Language: Python, Apps Script/JavaScript.
- Other tools: Git/GitHub, Microsoft Excel, Google Sheets.

Work Experience

Airbus Defense and Space, Logistics and Transport Division | 2024 – Current day

- Report / dashboard indicating the Top 10 suppliers impacting negatively a Goods Receipt in France.
- Report / dashboard on daily Purchase Orders of the Spanish Operations.
- Developed scripts (in Apps Script/JavaScript language) to automate the creating of waterfall charts on Google Sheets and upload them directly into Google Slides, for the Finance & Performance Unit.
- Presenting the Data Strategy of Logistics and Transport to other Teams.
- Tools used: Qlik Sense, Looker, SAP Analytics Cloud, Apps Script/JavaScript, Google Sheets.

Lisbon Center for Urban Smart Management, Lisbon Municipality | 2023 – Current day

- Report / dashboard on Customer Service analyzing the service provided across the different channels: phone, chatbot, email, apps, mail, citizen shop, etc.
- KPIs / Indicators: Tickets issued, drop outs, waiting times, services with the highest turnout, headcount per channel.
- Report / dashboard for the Education department, analyzing the evolution of the number of students per school in a 10-year, class density, extra activities offered by the schools.
- Tools used: Power BI, SQL Server, Excel.

Previous experience as Architect Project Manager | 2005 - 2023

- o Worked in several offices and in large scale projects: Feilden Clegg Bradley Studios (London), Massimiliano Fuksas Architects (Rome), Lisbon Municipality.
- o Team Coordinator of 10 people including architects, engineers and head of services.

Professional Training

- o Master Spreadsheet Automation - Google Sheets Masterclass (Udemy) | 2024
- o Complete Introduction to Looker Studio (Google Data Studio) (Udemy) | 2024
- o Certificate in Qlik Sense Analytics Development (Udemy) | 2024
- o Data Analysis with Pandas and Python (Udemy) | 2023
- o Data Analysis | SQL, Tableau, Power BI & Excel | Real Projects (Udemy) | 2023
- o Tableau 2022 A-Z: Hands-On Tableau Training for Data Science | 2023
- o The ultimate MySQL Bootcamp (Udemy) | 2022
- o MySQL for Data Analytics and Business Intelligence (Udemy) | 2022
- o Microsoft Power BI - A Complete Introduction (Udemy) | 2022
- o Microsoft Power BI Desktop for Business Intelligence (Udemy) | 2022

Education

- o Master in Architecture, Architectural Advanced Design, Oxford Brookes Uni. | 2009-2010
- o University degree in Architecture, Faculty of Architecture, Lisbon | 2000-2006

Language Skills

- o English – Advanced user.
- o Portuguese – Mother tongue.
- o Spanish / Italian – Basic user.

Social and Other Skills

- o Team spirit.
- o Good communication skills.
- o Interests in travelling and outdoor activities.

Contacts

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