

Jomar Pajenago

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Summary

A Data Analyst with experience in data migration, reporting, and dashboards. Skilled in Excel, Google Sheets, SQL, and Python. Focused on clean data and useful insights to support business decisions.

Work Experience

Data Analyst

Freelance - Work from home | April 2024 - June 2025

- Maintained and updated databases with precision, performing audits and quality checks to ensure data integrity.
- Performed manual data migration, ensuring accuracy, completeness, and proper structuring of datasets.
- Automated routine data analysis and cleansing processes, improving efficiency and reducing manual errors.
- Conducted data research, validation, and ad-hoc analysis to support business intelligence efforts and urgent business needs.
- Developed complex dashboards and reports to track marketing KPIs such as CVR, ROAS, and Ad Spend, enabling data-driven optimization of campaign performance.
- Created daily, weekly and monthly reports, and visualizations to monitor sales KPIs including Revenue and AOV, providing timely insights to support strategic business decisions.

Administrative Assistant

City Government of Antipolo - Rizal, Philippines | February 2023 - August 2024

- Developed comprehensive reports for management by collecting data from various sources, analyzing trends, and presenting actionable insights.
- Assisted in onboarding new employees, providing training materials, and coordinating orientation schedules to ensure a smooth integration into the team.
- Assisted development and implementation of new administrative procedures.
- Addressed IT issues by coordinating with tech support, minimizing downtime and maintaining operational efficiency.

Revenue Collection Clerk

City Government of Antipolo - Rizal, Philippines | September 2018 - February 2023

- Welcomed customers and helped determine their needs.
- Operated the cash register for cash, check, and online payments while ensuring accurate transaction recording and maintaining a balanced cash drawer at the end of each shift.
- Handled various administrative tasks, including data entry, filing documents, and preparing reports.

Skills

- eCommerce Data Analysis
- Data Cleaning & Validation
- Data Querying & Automation
- Spreadsheet Reporting
- Dashboard Development
- Performance Monitoring
- Time Management
- Multitasking
- Continuous Learning

Core tools

- Shopify & Amazon
- Stripe
- Azure DataBricks
- SQL/Python/Javascript
- Microsoft Excel
- Google Sheets
- Google Analytics/Ads Manager
- Looker Studio/Tableau
- Excel/Sheets formulas: VLOOKUP, XLOOKUP, IF, INDEX-MATCH, Pivot Tables

Education

Bachelor of Public Administration

Polytechnic University of the Philippines - Open University System - Santa Mesa, Metro Manila, Philippines

Expected May 2027

Associate in Computer Science

Datamex Institute of Computer Technology - Antipolo, Rizal, Philippines

May 2010

Certifications

- Data Analysis Using Python
- Python for Data Science
- Data Science Foundations - Level 1