Miguel Miranda Enriquez

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WORK EXPERIENCE

Georgia Department of Public Health District 1-2   June 2020 – October 2022
Data Quality Specialist   *Remote*
- Developed and implemented standard operating procedures (SOPs) for data management, emphasizing validation, transformation, and accurate loading.
- Conducted in-depth research and analysis on SARS-CoV-2 mortality data, presenting findings through ad-hoc reports to executive management for informed decision-making.
- Collaborated cross-functionally to acquire and validate medical records, ensuring data accuracy and integrity.
- Managed high-volume data entry during Covid-19 surges, achieving 100% accuracy in data processing and organization.
- Troubleshot and resolved data inconsistencies, ensuring data reliability for public health strategies.

Georgia Pacific   November 2017 – December 2019
Administrative Assistant   *Atlanta, GA*
- Utilized Excel for data analysis, inventory tracking, and office supplies management, ensuring timely and accurate reporting.
- Established and maintained digital filing systems, optimizing data retrieval and management processes.

EDUCATION

Interamerican University of Puerto Rico
BA, Business Administration
- Summa Cum Laude; 3.7 GPA.
- Engaged in internships as a Marketing Assistant and Business Consultant Assistant, honing business acumen and practical application skills.

Georgia Tech
Analytics: Essential Tools and Methods MicroMasters

SKILLS & INTERESTS

- **Industry Knowledge**: US Healthcare, data validation, and risk assessment.
- **Data Tools**: Proficient in Excel, SQL (PostgreSQL, sqlite3), Tableau, and Python (Pandas, beautifulsoup4).
- **Languages**: Bilingual proficiency in English and Spanish
- **Other Skills**: Data analysis and reporting, cross-functional collaboration, attention to detail, version control (Fork git client), and remote work proficiency.
- **Interests:** Deeply invested in continuous learning and personal growth, dashboard development, history, psychology, and analytics.