

# JESHUA E SOSA

## Inspiring Analyst

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📍 San Jose



## EXPERIENCE

### Analytics Student Coordinator

Writing Center - San Jose State University

📅 01/2019 - Ongoing 📍 San Jose, CA

Writing Tutoring Center

- Leading a project in automating annual reporting using Tableau that will lead to an increase of productivity by 400%
- Collects, sorts, and analyzes the data-set that tracks student utilization of the Writing Center to be used in ongoing annual reporting
- Revises and improves annual report visualizations
- Provides weekly usage and tutor status reports to Director
- Provides data visualization, monitoring, and analysis to support the Writing Centers annual report

### Project Support Analyst - Contract

Intelligent Fiber Optics Systems

📅 04/2018 - 07/2018 📍 Santa Clara

Research and Development Company focusing on federal research programs.

- Analyzed the company's standard operating procedures and recommended solutions to optimize coordination, process, and resources.
- Successfully proposed and implemented Wrike Project Management Software, incorporating twelve existing projects which led to increased productivity and communication between departments.
- Reorganized the company's electronic data file management system by auditing the existing layout and redesigning where data should be stored and followed this redesign with creating procedures and training for employees to use.
- Reviewed and improved the process for the quality management system by implementing ISO 9001:2015 quality management standards

### Project Management Intern

Anametrix - Acquired by Insighten

📅 05/2014 - 08/2014 📍 San Diego

Anametrix offers a real-time, cloud-based solution to present a holistic view of the effectiveness of paid, owned and earned media (POEM).

- Communicated client requests through weekly virtual meetings to engineering team
- Communicated key information between engineering team and client success team
- Assisted in daily operations and project management.
- Provided Support for implementation of client software including QA testing

## SUMMARY

Marine Corps Student Veteran with 6+ years professional experiences finishing a Bachelor's of Science in Business Analytics at San Jose State University.

## EDUCATION

### BS Business Admin. - Business Analytics

San Jose State University

📅 08/2018 - 05/2020

## SKILLS

Microsoft Office

Salesforce

Tableau

Wrike PM Software

Slack

Statistical Analysis

ISO 9001:2015

Data Visualization

Data Simulation

Project Management

## VOLUNTEERING

### Founder

Bay Area Apostolic Connections

📅 09/2019 - Ongoing

Connecting young Latin-Americans with working professionals to provide mentorship and guidance for their professional careers through workshops and small career fairs.