

Wynonah Rebutar

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Portfolio [🔗](#) | LinkedIn [🔗](#)

Results-driven Data Analyst with expertise in dashboard development, automation, and end-to-end data analysis. Adept at transforming complex data into actionable insights that drive business decisions. Proven ability to optimize processes, streamline workflows, and quickly adapt to new systems and environments.

PROFESSIONAL EXPERIENCE

CITADEL Pacific Ltd.

May 2024 - Present

Data Analyst | Centers of Excellence

- Key member of the pioneer data analytics team, automating data validation and developing Power BI dashboards for HR to enhance operational efficiency and executive reporting. Delivers actionable insights through monthly operational reviews.
- Streamlined the onboarding lifecycle and exit survey processes through automation, reducing manual tasks and cutting overall processing time by half.
- Works with cross-functional teams to automate key HR processes and reports, including policy attestations, Gallup data, and ESG reporting.
- Established a standardized dashboard style guide for consistent reporting, improving user experience and familiarity.
- Initiated and leads a monthly HR recognition program, enhancing employee engagement.

Magic, Inc.

Apr 2021 - Feb 2024

Creative Solutions Specialist

- Achieved promotion within a year for delivering high-quality output, leading to a role supporting managers in a fast-paced operations team to drive efficient decision-making and strategy execution.
- Managed diverse tasks, including executive calendar and travel management, lead generation, and data mining, utilizing Microsoft Office and Google Workspace tools.

National Astronomical Research Institute of Thailand (NARIT)

Oct 2022 - Dec 2022

Stellar Studies/Open Clusters Group Intern

- Utilized Python to replicate research findings from "A Wise Census of Young Stellar Objects in Canis Major" (Fischer et al., 2016) by analyzing large datasets from NASA's AllWISE Catalog. Developed visual representations of the data to support further scientific research.
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EDUCATION

Rizal Technological University

Aug 2019 - Jun 2023

BS Astronomy major in Astrophysics | Stellar Student (1.49 GWA)

CIIT College of Arts and Technology

Jun - Sep 2021

Certificate in Digital Illustration & Page Design

Taguig Science High School

Jun 2013 - Apr 2019

STEM | with Honors

SKILLS

Analytics & Visualization: Power BI, Tableau, Matplotlib, Plotly

Data Processing & Automation: Power Automate, Power Query, MS Lists

Spreadsheet & Productivity: Excel, PowerPoint, MS Planner, MS 365

Programming: DAX, Python, SQL, Scikit-learn, NumPy, SciPy

Soft Skills: Proactivity, Critical Thinking, Team Collaboration, Organizational Proficiency