Jose Garcia Jimenez

484-274-8339 | Josegarcia1551@outlook.com| LinkedIn | Portfolio

Education

Bachelor of Science in Business Administration (BSBA) Expected Graduation May 2026

- Concentration in **Information Technology & Analytics**
- Commonwealth University of Pennsylvania
- GPA=3.8/4.0

Associate of Science in Computer Information Systems Graduated June 2024

- Lehigh Carbon Community College
- GPA=3.8/4.0

Relevant Experience

Medical Assistant – *St. Luke's Hospital* August 2019 – Present

- Entered and validated high-volume records to ensure data reliability and reporting accuracy
- Identified and resolved data inconsistencies to strengthen data quality
- Coordinated information across teams to improve communication and operational efficiency

Business Intelligence & Data Analyst Intern - *St. Luke's Hospital* May 2025 - August 2025

- Developed Power BI dashboards by integrating multiple datasets and analyzing trends to support business decision-making
- Analyzed end-to-end workflow data using SQL and Excel identifying delays and bottlenecks, delivering recommendations that improved operational efficiency
- Calculated marketing campaign ROI by analyzing volume and revenue data to support data-driven strategic planning
- Translated SQL queries and validated datasets during a cross-platform data migration for accurate reporting
- Completed training in various tools, including GitHub, ArcGIS, and Power BI Report Builder

Projects

- **Automotive Sales Performance Analysis:** Designed a full-stack analytics project in Python, SQL, and Power BI tracking automotive sales performance across six global markets, with custom measures for YoY growth, regional revenue, and dynamic model rankings.
- **Healthcare Performance Analysis:** Designed Power BI dashboard analyzing admissions, billing, and demographics to evaluate hospital performance trends.
- **OpsPulse — Automated KPI Monitoring & Reporting System:** Engineered automated KPI monitoring system identifying retail performance anomalies and delivering scheduled Excel reports and live dashboard insights.

Skills

- **Structure Query Language** *(SQL)* – Advanced
- **Python** *(Pandas)* – Advanced
- **Power BI** *(DAX, Data Modeling)* – Intermediate
- **Microsoft Office Suite** (Excel, Word, Outlook, PowerPoint) – Advanced
- **Languages:** English (Native), Spanish (Fluent)