
JHON FRANCIS HIPOLITO | DATA ANALYST

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CORE COMPETENCIES

- ✓ Data Analysis
- ✓ Data Management
- ✓ Reporting
- ✓ MS Excel Skills

PROFESSIONAL EXPERIENCE

Sonic Electronix

Data Analyst | Sept. 2023 - Present

- Data Analysis using data pulled from the database
- Data Management

Digitally Intouch

Data Analyst | May. 2023 - Present (Part-time)

- Data Analysis using data pulled from marketing platforms (Klaviyo, Postscript, etc.)
- Data Management

Everylite

Data Analyst | Sept. 2022 - July 2023

- Data Analysis using data pulled from the database
- Data Management

Microsourcing

Data Analyst | April 2018 - Sept. 2022

- Data Management of our clients' spend data
- Cleaning of data to make every similar vendors into one common vendor name
- Exporting and Importing of data (Includes error checking and troubleshooting)

Results Companies

Work Order Manager | Nov. 2015 - Dec. 2017

- Send out reports to Managers and Clients regarding the account's performance
- Queue Management
- Provide support to agents

Customer Account Executive | May 2015 - Nov. 2015

- Make sure that customers comply to agreement regarding their placed orders
- Make an outbound call to reach out to customers to get their consent about their orders

Teletech

Technical Support Representative | Oct. 2012 - June 2014

- Resolve customers technical concerns regarding their mobile service
- Make sure to provide the best resolution to customer if concern is not resolved

Accenture

Data Analyst | Oct 2011 - March 2012

- Make sure to enter customers' data accurately into the system
- Maintain accurate information of customers in database

EDUCATION

2007 - 2011 | Polytechnic University of the Philippines

Bachelor of Science - Business Administration major in Human
Resource Development Management
