

Aleksandra D.C.

Business Administration, Data Analytics and Language Interpretation Services

Experienced professional with a background in business administration, data analytics and freelance interpreting roles. Formerly with the Spanish Ministry of Defense, I bring expertise in process enhancement and data-driven insights. Recently completed an intensive data science bootcamp, proficient in Excel, SQL, Python, and data visualization. Fluent in Spanish, English, and Polish, I excel in communication and problem-solving, dedicated to optimizing workflows and achieving organizational success.

AREAS OF EXPERTISE & SKILLS

- Fluent in: English, Spanish, Polish
- Administrative Support
- Data Analysis & Interpretation
- Workflow Optimization
- MS Office (Excel, Word...): Advanced Level
- Database Management (SQL)
- Tableau & Power BI
- Python (Numpy, Pandas, Scikit-learn...)
- Cross-Functional Collaboration
- Proactive
- Detail-oriented
- Analytical and problem-solving skills

EDUCATION

BOOTCAMP | Data Science, Analytics & AI

The Bridge Digital Talent Accelerator, 2022-2023

MASTER'S DEGREE | Logistics and Economic Management

Complutense University of Madrid, 2016-2017

BACHELOR'S DEGREE | Business Administration and Management

King Juan Carlos University of Madrid, 2010-2014

WORK EXPERIENCE

The Big Word

Interpreter (Polish/ Spanish/ English)

Jun 2024 – Now | New York, USA

- Multilingual support: Provided interpretation services for various events, including NYC elections.
- Managed administrative tasks related to documentation necessary for translations, ensuring accuracy and compliance.

BE.SS Group – Subcontracted to work for: Spanish Ministry of Defense

Budget Analyst & Team Coordinator

Jan 2017 – May 2024 | Madrid, Spain

- Managed international economic-administrative processes within the *Economic Department* of the *Spanish Ministry of Defense*, focusing on streamlining procedures to optimize tasks and reducing operating costs while ensuring efficient financial operations.
- Preparing and analyzing reports with Excel, providing data for informed decision-making
- Use of databases and SQL queries to extract and analyze data and translated findings into presentations to convey key insights
- Since 2021, I have also been coordinating a team of over 25 administrative personnel while serving as a liaison between the company and the client to facilitate seamless communication and collaboration.

Financial and Administrative Analyst

Jul 2014 – Jan 2017 | Madrid, Spain

- Managed financial accounting at BE.SS Group HQ while serving on a project team at the *Spanish Ministry of Defense* (2014-2016).
- Prepared financial statements, managed accounts receivable/payable, ensuring compliance and liquidity.
- Advised on financial decisions, improved data accuracy, and operational efficiency through process enhancements.

N.C. Real Estate Management

Real Estate Assistant

Nov 2015 - Dec 2016 | Madrid, Spain

- Part time job while working as Administrative Specialist for BE.SS Group. I managed the coordination of activities related to real estate transactions, scheduling appointments, managing documentation, and communicating with clients and suppliers.
- Prepared marketing materials and presentations for properties for sale and rent, contributing to a significant increase in revenue for the business in less than 1 year.