Justin Alvarez

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[LinkedIn](#) | [Tableau Portfolio](#) | [SQL Portfolio](#)

SQL, Tableau, Data Analytics, Data Visualization, Pivot Tables, Excel, PostgreSQL, Python

WORK EXPERIENCE

OHL USA INC — *Account Payable Analyst*, November 2022 – March 2024

- Utilize accounting software and tools, including Sage TimberScan, Manage Engine, in-house ERP (Employee Central) system, and Excel, to process invoices and vendor payments.
- Consistently achieve and surpass team KPI targets.
- Process invoices for the west region and provide support for central, east, and south regions during overflow.
- Reconcile vendor statements, identify outstanding invoices, and proactively reach out to vendors for missing information.
- Set up new vendor accounts and enter corresponding 1099 tax information.
- Provide responsive customer service to vendors through email and phone communication.

Geokinetics — *Accounting Assistant*, December 2020 – November 2022

- Decreased 90-day aged accounts by 19%, contributing to improved financial health.
- Collaborated with account receivables, aiding in the collection of over $1.1 million in outstanding invoices.
- Researched current contracts to assess project budget billing in coordination with project managers.
- Executed regular bank deposits and assisted with month-end closing procedures.
- Worked closely with CFO and staff accountant on miscellaneous ad hoc projects.
- Reviewed and processed expense reports and mileage reimbursements accurately.
- Compiled and reviewed financial information to ensure accuracy, preparing weekly aging waterfall reports.
- Proactively communicated with clients via email or phone to check payment status for past due invoices.
- Efficiently processed transactions, issued checks, and maintained accurate records of invoices.
- Ensured timely payment of bills, including utilities, rent, credit cards, and subcontractors.
- Competently performed data entry, answered phones, and efficiently processed mail and other administrative tasks.

OptumRx — *Health Care Advisor*, August 2016 – October 2020

- Responded to incoming calls from members regarding issues related to benefit eligibility questions and prescription status inquiries.
- Educated callers on their prescription benefits, formulary, premiums, and the status of orders and claims.
- Demonstrated strong communication and active listening skills while asking appropriate questions and documenting required information in our CRM software
- Provided exceptional customer service and support to members while handling a high volume of calls.

DATA ANALYTICS TRAINING

Google Advanced Data Analytics Specialization, **Google**
Fundamentals of Visualization with Tableau, **UC Davis Coursera**
Data Analytics Certificate Course, **Break Into Tech**
SQL for Data Science**, UC Davis Coursera**
Querying and Managing Data, **Khan Academy**
Tableau Creator, **Tableau**

DATA ANALYTICS & VISUALIZATION PROJECT EXAMPLES

- **Airbnb San Diego Rental Market Dashboard.** This dashboard dives deep into San Diego's Airbnb rental market, offering a detailed breakdown. Analyzing average prices by zip code and bedroom categories, alongside a comprehensive analysis of listing counts based on different bedroom configurations.
- **Used Car Analysis Dashboard.** This project classifies used car makes and models based on their average prices and mileage across different years. It highlights the top 10 most affordable and the top 10 most expensive used car models. Additionally, it provides insights into the average car prices categorized by brand.
- **Credit Card Complaints Dashboard.** This dashboard provides a summary of complaints categorized by type and status. The accompanying map offers insight into the geographical distribution of these complaints, highlighting areas of origin. Additionally, it distinguishes between closed complaints and those that require attention.
- **Superstore Sales and Profitability Executive Dashboard**. Quantified sales, profitability, profit ratio, and sales per customer. Visualized profit ratio by city on US map. Quantified monthly sales by segment and category over time by profitable vs. unprofitable orders.
- **Electronics Store Database Design**. Designed an electronics store database using SQL and analyzed statistics by product.
- **Furniture Store Sales Analysis.** Quantified sales rates per category, group, date, and purchase location, and determined most and least profitable store locations.

EDUCATION

California State University-Dominguez Hills — B.S Business Administration