

BERNICE LARYEA

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Summary

Detail oriented data analyst skilled in Microsoft Power BI, SQL, and data visualization. Proven ability to transform complex datasets into actionable insights, enhancing operational efficiency, and supporting data driven decision making.

Skills

DATA & BI TOOLS

- Microsoft Power BI
- Snowflake Cloud
- SQL
- R (Programming Language)
- Microsoft SQL Server
- Extract, Transform, Load (ETL)

ANALYTICS & MODELLING

- Data Modeling
- Data Warehousing
- Statistical Data Analysis
- Data Analytics
- Data Mining
- Data Visualization

REPORTING & COMMUNICATION

- Dashboard Development
- Stakeholder Reporting
- Insight Communication

Experience

Franklin University | Columbus, OH Faculty Services Student Assistant

01/2025 – Current

- Collaborate with faculty on real-life data analysis projects, applying analytical techniques to solve practical academic and institutional challenges.
- Perform SQL queries using Microsoft SQL Server to analyse large institutional datasets and support data-driven decision making across academic departments.
- Create data models to organise project data in a way that improves reporting accuracy and analytical efficiency.
- Partner with faculty members to interpret findings, present results in accessible language, and apply insights to support operational and academic decisions.
- Provide administrative and operational support including scheduling, document preparation, and maintaining faculty records.
- Serve as a liaison between faculty and students, coordinating requests and ensuring smooth day-to-day departmental operations.

Columbus Council on World Affairs | Columbus, Ohio Development Intern

01/2025 – 05/2025

- Assisted the Business & Finance Manager with data migration and CRM implementation.
- Managed contacts between the integrated CRM platform, inclusive of GSD participants, donors, advisors, and partners.
- Conducted research on funding opportunities.
- Supported sales and fundraising pitches, cultivation events, and relationships.

FNZ Group | Europe

03/2023 – 09/2024

Investment Operations Analyst

- Analysed and processed financial transactions across designated Investment Operations functional areas, ensuring accuracy and quality of data for corporate and retail clients on a global wealth management platform.
- Investigated and resolved asset and cash reconciliation breaks by comparing GL balances against platform and bank records, identifying root causes and escalating variances within set timeframes.
- Monitored investment holdings and transaction data, reconciling manual and electronic statements received from brokers and fund managers to ensure data integrity across client accounts.
- Analysed corporate actions data from fund managers, Bloomberg, and custodian agents to accurately process mandatory and voluntary events on managed funds, equities, and fixed interest products.
- Produced analytical reports and dashboards for internal and external stakeholders on client cash positions, supporting compliance with regulatory and legislative reporting obligations.
- Developed and maintained internal stock and cash ledger control accounts, applying data analysis techniques to identify discrepancies and ensure all accounts balanced on a daily basis.
- Collaborated with cross-functional teams across the global business to deliver data-driven insights that supported operational decisions and improved client service outcomes.
- Translated complex operational data into clear reporting evidence for senior officers to demonstrate service standards achieved against client KPIs and SLAs.

Nokware Skincare | West Africa

12/2021 – 08/2022

Operations Manager

- Analyzed sales and customer data to identify trends, resulting in a 20% revenue increase by optimizing the approval process for wholesalers.
- Managed customer data and relationships, improving order processing times and customer satisfaction.
- Supported leadership with data-driven insights on new projects, contributing to successful project execution.

Kempinski Hotel Gold Coast City | West Africa

03/2019 – 09/2021

Groups and Events Coordinator

- Handled both local and international corporate, and social events.
- Handled all departmental training and onboarded new team members.
- Streamlined data collection and reporting for over 120 corporate clients, optimizing the annual renewal process.
- Spearheaded the analysis of sales performance data to inform strategic decisions, improving annual revenue.
- Coordinated sales operations by providing data-driven reports, enhancing decision-making, and team efficiency.

Education and Training

Franklin University | Columbus, OH

Expected in 05/2026

Master of Science in Business/Data Analytics

Mendel University | Europe

06/2024

Master of Science in Economics And Management

University of Science and Technology | West Africa

06/2016

Bachelor of Science in Landscape Architecture