Jean Pierre Lataillade

New York, N.Y. | (646) 874-1103 | jeanpierre.lataillade@outlook.com

Summary

Data Analyst with experience transforming complex datasets into actionable insights, leveraging tools like Power Query, pivot charts, and Microsoft Power BI. Proven track record of enhancing data visualization and analysis, resulting in a 15% performance improvement. Capable of gathering, cleansing, and organizing data to support strategic decision-making across cross-functional teams.

Technical Skills

- Database & Analysis Tools: PostgreSQL, Python, Microsoft Power BI
- Microsoft Applications: Microsoft Office Specialist, Microsoft PowerPoint Associate, Expert (Microsoft 365 Apps), Microsoft Word Expert, and Outlook
- Certifications: IC³ Certification (Software & Hardware)

Work Experience

United States Postal Service **Mar 2023 - Present**
Logistics Operations/Motor Vehicle Operator ***New York, NY***

- Managed a $1MM fleet of 7-ton commercial vehicles, ensuring safe and compliant operations while adhering to strict time schedules, safety regulations, and route instructions.
- Documented incidents, mechanical issues, and operational failures, maintaining comprehensive reports and consistent data records.
- Optimized route documentation using Microsoft Word 365 to improve readability and user experience, supporting effective communication of logistics data.
- Coordinated logistics operations, including reviewing block and run schedules, to facilitate efficient transportation and ensure operational excellence across the Tri-State area.

The State of New York Research Foundation **Jan 2020 - Apr 2022**
Data Analyst/ Coordinator/Manager ***Albany, NY***

- Data Collection & Preparation Acquire, clean, and organize large datasets from multiple sources to ensure accuracy and usability for analysis. Data Analysis & Interpretation Apply statistical techniques and analytical methods to identify trends, patterns, and actionable insights that support business objectives.
- Reporting & Visualization Create clear and compelling reports, dashboards, and presentations using Excel, Power BI, and PowerPoint to communicate findings to stakeholders. Microsoft Office Suite Proficiency Demonstrate advanced skills in: Excel Pivot tables, slicers, formulas, Power Query, and data modeling Word: Documentation of methodologies, findings, and recommendations
- PowerPoint: Designing impactful presentations for executive and team briefings Outlook: Managing communications, scheduling meetings, and coordinating project timelines. Collaboration & Communication Work cross-functionally with teams to understand data needs, present insights, and support strategic initiatives.

Metropolitan Transportation Association of New York/MTA/MV Transportation **Dec 2018 - Aug 2022**
Logistics Operations/Paratransit Operator ***Brooklyn, NY***

- Performed comprehensive vehicle inspections, encompassing pre-operation, during-operation, and post-operation assessments for vehicle functionality and safety. Cultivated positive passenger interactions through tactful and courteous communication.
- Directed the efficient functioning and maintenance of a $2MM paratransit system, emphasizing optimal performance.

EDUCATION

State University of New York at Empire State College
Bachelor of Arts, Cultural Studies Minor in Creative Writing **Aug - 2019**