

LINH LE *Data Automation Specialist | Power Query & Excel Workflows*

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SUMMARY Data Automation Specialist focusing on transforming repetitive, manual spreadsheet tasks into automated, single-click workflows. Skilled in Power Query, data cleaning, ETL processes, and advanced Excel modeling to eliminate human error and optimize reporting efficiency.

CORE SKILLS

- **Data Automation:** Power Query, M Language basics, ETL Workflows, Dynamic Master Files.
- **Data Manipulation:** Data Cleaning, Unpivoting, Column Splitting, Multi-source Merging.
- **Spreadsheet Management:** Advanced Excel, Pivot Tables, Dynamic Dashboards, Automated Reports.

KEY PROJECTS

- **Automated Sales & Inventory Reporting System**
 - Automated the consolidation and transformation of multi-source CSV/Excel sales files using Power Query.
 - Eliminated 5+ hours of manual weekly data entry and formatting into a single-click refresh process.
 - Designed clean, standardized output tables for dynamic reporting and analysis.

EDUCATION & CERTIFICATIONS

- **Automation Specialist Training** – Power Query & Data Workflows
- **Bachelor's Degree**