

# MARION RACHEAL NYABOE SURE

Junior Data Analyst | Business Intelligence | Reporting Automation

Nairobi, Kenya

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Portfolio: [marion-sure.github.io/Portfolio/](https://marion-sure.github.io/Portfolio/)

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GitHub: [github.com/marion-sure](https://github.com/marion-sure)

## PROFESSIONAL SUMMARY

Detail-oriented Junior Data Analyst with experience developing dashboards, automating reporting workflows, and transforming large datasets into actionable insights within a government environment. Skilled in SQL, Python, Power BI, and Looker Studio for data cleaning, validation, analysis, and visualization. Strong ability to improve reporting efficiency, ensure data accuracy, and support data-driven decision-making.

## TECHNICAL SKILLS

Data Analysis & Visualization

- Power BI
- Looker Studio
- KPI Reporting
- Dashboard Development
- Data Storytelling & Visualization

Programming & Data Processing

- Python (Pandas, NumPy)
- SQL (MySQL, PostgreSQL)
- Data Cleaning & Transformation
- Data Validation & Quality Assurance

Workflow Automation & Tools

- n8n
- Apache Airflow
- Git & GitHub
- Google Sheets & Google Forms

Core Competencies

- Reporting Automation
- ETL Fundamentals
- Database Schema Design

- Performance Reporting
- Stakeholder Reporting & Documentation
- Analytical Problem Solving

## PROFESSIONAL EXPERIENCE

### Nairobi City County Government – Governor’s Delivery Unit

Data Engineering & Analytics Intern

January 2025 – December 2025 | Nairobi, Kenya

- Converted manual reporting processes across 17 sub-counties into structured digital workflows.
- Cleaned and transformed datasets containing 20,000+ records using SQL and Python (Pandas).
- Built interactive dashboards in Power BI and Looker Studio to support executive decision-making.
- Conducted data validation and quality assurance checks to improve reporting accuracy and consistency.
- Automated recurring reporting processes, reducing manual consolidation time.
- Documented reporting workflows, business rules, and data definitions for internal stakeholders.
- Trained departmental staff on dashboard usage and digital reporting systems.

### Unimax Company Limited

Technical Support Engineer

February 2024 – December 2024 | Nairobi, Kenya

- Supported enterprise software systems and database-backed applications.
- Investigated and documented recurring technical and data-related issues.
- Generated operational and performance reports for internal teams.
- Assisted in monitoring system performance and maintaining data integrity.

## DATA ANALYTICS PROJECTS

Reporting Workflow Automation – Green and Clean Initiative

**Business Problem:** Manual and fragmented environmental reporting processes caused delays, inconsistencies, and limited data-driven decision-making.

- Designed a structured reporting workflow using Google Forms, Google Sheets, and Looker Studio.
- Standardized reporting templates to improve data consistency and accuracy.
- Automated the reporting pipeline to reduce manual processing.
- Developed dashboards to monitor operational and environmental performance metrics.

Nairobi County Bursaries & Scholarship Allocation Dashboard

**Business Problem:** Improve transparency and tracking of bursary allocations while identifying funding trends and repeat beneficiaries.

- Cleaned and structured multi-year bursary and scholarship allocation datasets using Excel.
- Standardized school, ward, and student records to improve data accuracy.
- Built an interactive Looker Studio dashboard to track allocations by year, school, ward, and beneficiary.
- Visualized funding trends, allocation distribution, and repeat beneficiary patterns.
- Supported transparent reporting and data-driven decision-making for stakeholders.

## **EDUCATION**

KCA University

Bachelor of Science in Software Development (2019 – 2023)

Second Class Upper Division

## **CERTIFICATIONS**

- Cybershujaa Data and AI Specialist Program (2026)
- PLP Academy – Software Engineering (2024)