

Emmanuel Dacosta Mensah

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Data Analysis | Data Mining | Data Warehousing | Regression Analysis | Data integration | Data Mapping | Business Analysis | Business Processes | Requirements Management | Project Management | Business Process Modeling

Data Analyst/ Business Analyst/ HR Technology/Operations Analyst

Summary:

- Highly skilled and detail-oriented Master of Management Information graduating student with a keen interest in Data Analyst, Business Intelligence Analyst, HRIS Analyst/Specialist, HR/Talent Acquisition Specialist, and HR Technology/Operations Analyst or Specialist.
- Committed to helping companies advance by helping them to develop strategic plans based on predictive modeling and findings.
- Innovative Programmer and Internet Entrepreneur striving to make the world a more unified and connected place.
- Analyzed data using R, Hadoop, Python, and querying data using structured and unstructured databases.
- Programming expertise in Python and strong in Database SQL as well as Power Bi and SQL Server Management Studio.
- Analyze recruitment data to improve hiring processes, track time-to-fill, and enhance workforce planning.
- Ensure HR practices and policies align with local, state, and federal regulations and report on compliance metrics.
- Assist in performance management processes, including goal-setting, appraisals, and performance improvement plans.

Education:

- **Hood College, Frederick, MD:** Master of Science in Management Information Systems **Anticipated Dec 2023**
- **Coursework:** Practical Approach to Data Analytics, Data Analytics/Business Data Mining, Database Systems Management, Leadership and Organizational Behavior, Data Communication and Metrics, Principles and Practice of Information Systems, Managing Technical Project Teams, Information Management & Technology, Production & Operations Management
- **University of Cape Coast, Ghana:** Master of Arts in Human Resource Management **May 2013**
- **Regent University College, Ghana:** Bachelor of Science in Management with Computing **May 2008**

Certification:

- Certified Data Scientist, IBM Data Science Professional (June 2023 – Present) | Diploma in Mental Health (Aug 2023)
- Certificate in Diversity and Inclusion in the Workplace (July 2023) | Certificate in Talent Acquisition Practices (July 2023)
- Society for Human Resource Management (SHRM) (2016 – Present) | Higher National Diploma (HND) (2004)

Technical Skills:

- **Programming Language:** R, Python, SAS Base, Visual Basic, C, C++, C#, Scala, JMP Scripting Language, MATLAB
- **Data Analytics:** Spark, Data Bricks, Hadoop, Tableau, Power BI, Looker, Qlik, Excel, MATLAB
- **Databases:** SQL (Oracle 12c, Oracle 19c SQL Server, MySQL, TSQL) and NoSQL (MongoDB, Cassandra)
- **Data & Project Management Tools:** Tableau Prep, Alteryx, Talend, Splunk, JIRA, GitHub, Service Now, TFS, SharePoint, AWS
- **Analytics Tool:** PyCharm, SAS, R, SAS E-miner, SAS JMP, Google Analytics Individual Qualification certified, H2O.ai, IBM SPSS
- **Business Skills:** Google Office Suite, MS Office Suite (Excel, Word, PowerPoint), Supervised and Unsupervised Machine Learning algorithms, Time Series Analysis, Data Extraction, Data Analytics, Data Visualization.
- **Expertise:** Project Management/agile, Information Privacy Security, Dashboards and insights, Data Visualization and storytelling, Team Development and training, Data Warehousing and mining, Information System Administration, Human Resource Management, Collaborative Cross-Functional Work, Global Governance and corporate Affairs Recruitment,
- **Technologies:** Functional programming, Business Intelligence, NLP, Computer Vision, Deep Learning, Process Improvement, Business Objects, Requirements Gathering, Troubleshooting

Work Experience

Business Intelligence & Data Analyst Intern | Data-Driven Frederick, Frederick, MD **June 2023 - Present**

- Collating data from diverse sources, including databases, APIs, and spreadsheets, and ensuring data accuracy, consistency, and integrity.
- Facilitated strategic and business planning, conducted performance measurement analysis, and executed process and productivity improvement assessments and business process analysis and planning.
- Utilized advanced statistical and data analysis techniques to interpret complex data, discern valuable trends, patterns, and insights, and provide the foundation for data-driven decision-making.
- Applied statistical analysis and data interpretation techniques to inform data-driven decision-making, creating visualizations and ensuring data quality for clear communication of insights.
- Executed data validation procedures to maintain data accuracy and validity, with a focus on resolving quality issues, and generate comprehensive reports and summaries for effective communication of analysis findings to both management and team members.

Data Analyst Intern | United Way of Frederick County, Frederick, MD **June 2023 – Aug 2023**

- Architect systems and databases tailored to efficiently retrieve, process, and analyze vast datasets.
- Performed deep analysis of data and then determine the best way to represent it visually to managers and stakeholders.

- Transformed data into valuable information, converted information into insightful knowledge, and leverage this knowledge as evidence for informed nonprofit and public policy decision-making.
- Provided expertise in conducting advanced qualitative and quantitative analyses while also establishing and managing protocols for comprehensive data collection, cleansing, processing, and presentation.
- Developed and maintained sophisticated interactive visualizations by interpreting and analyzing data, integrating reporting components from diverse data sources. Establish best-practice procedures and generate reports through data mining, analysis, and visualization.

Graduate Assistant, Student Success Center | Bowie State University, Bowie, MD

Sept 2022 – Jan 2023

- Held the role of overseeing supplemental instructors and tutors within the College of Business.
- Offered observational feedback to tutors concerning their tutoring sessions and adeptly addressed any challenges they encountered.
- Performed the task of aggregating data and presenting comprehensive reports to the Student Success Center Coordinator.
- Assisted in organizing workshops, study groups, and other support activities, aimed at fostering a conducive learning environment.
- Demonstrated excellent communication skills to liaise with students, faculty, and staff, addressing concerns, providing guidance, and promoting the benefits of academic support services.

HR Consultant | Elidel Prestige, Accra, Ghana

Feb 2021 – July 2022

- Optimized employee engagement and retention by leading comprehensive training and protocols.
- Led employee relations, business operations, information management, HR operations and initiatives, staffing, employee engagement, and retention while providing leadership to stakeholders.
- Conceived, crafted, and executed organizational policies and protocols to enhance operational efficiency, streamline processes, and uphold superior service standards for both internal and external stakeholders.
- Spearheaded the strategic design, development, and execution of organizational policies and protocols, driving process optimization, heightened operational efficiency, and the delivery of exceptional service to both internal and external clientele.
- Conducted in-depth analysis of staff turnover, devised comprehensive recruitment and retention strategies, and presented data-backed recommendations for enhancing both hiring and staff retention initiatives.

HR Manager | TechnipFMC, Accra, Ghana

Sept 2017 - Dec 2020

- Assumed responsibility for directing HR, employee engagement, and business operations for 250+ employees across multiple regional TechnipFMC entities. Additionally, provided daily leadership to a team of 12 direct reports.
- Collaborated closely with the HR team and senior management to implement strategic initiatives, resulting in significant improvements in productivity and employee retention. These efforts led to a remarkable reduction in employee turnover by over 50% and a substantial increase in employee engagement by 45%.
- Led complex logistics, mobilization, and assignment for the International Rotation and Expatriate program for over 300 personnel members across multiple locations in the U.S., Europe, and Africa.
- Streamlined HR information systems and databases, optimizing performance across platforms like Enablon, HR Upload Express, i-Learn, MCRS, HR web, and SAP. Additionally, conducted data-driven HR metric analysis and implemented an electronic filing system to maintain historical HR records.

HR Advisor | FMC Technologies, Takoradi, Ghana

April 2014 – Aug 2017

- Responsible for the development and implementation of HR initiatives, policies and programs, strategic communication, employee payroll, records management, and organizational compliance.
- Implemented HR systems and initiatives, ensuring meticulous maintenance of employee records, enrollment, payroll, and personally identifiable information (PII) in strict adherence to local, state, and federal regulations.
- Provided strategic counsel to both employees and management in the realm of conflict resolution and actively supported the implementation of impactful employee programs aimed at addressing disciplinary and grievance issues.
- Established and maintained a comprehensive document management system for the storage of current and historical records. Additionally, led the company's localization of content strategy to ensure alignment with local regulations and policies.

HR & Community Relations Officer | Bollre Africa Logistics Group, Accra, Ghana

June 2012 – April 2014

- Provided leadership for a team comprised of three Administrative Officers, a Labor Relations Coordinator, and an Office Assistant.
- Responsible for supporting HR initiatives and managing employee relations, labor-management negotiations, and HR reporting for +1,000 personnel members, providing leadership to 6 direct reports.
- Managed employee and labor union relations to ensure optimal working conditions. Conducted surveys regarding pay and benefits and participated in collective bargaining negotiations.

HR Coordinator | Allterrain Services Group, Takoradi & Nkroful, Ghana

Oct 2011 – June 2012

- Managed payroll and benefits ensuring on-time deliverables in accordance with corporate standards.
- Implemented personnel development and training programs to ensure professional development.
- Held the responsibility for providing strategic HR management support and expertise to a workforce of over 300 individuals, while also leading the communication and administration of HR policies in Ghana.