

Tongai Zinaka

Entry-level Business and Data Analyst

Highly analytical and results-driven Entry-Level Data & BI Analyst with a Bachelor of Science in Computer Science and a strong foundation in data cleaning, preprocessing, and visualisation. Proven proficiency in Power BI and SQL, coupled with foundational Python skills, and a commitment to transforming data into actionable insights. Eager to leverage strong analytical abilities and collaborative spirit to drive business success.

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EDUCATION

Bachelor's of Science in Computer Science

University of the People

07/2022 - 01/2025

Pasadena CA, USA

Courses

- Databases
- Statistics
- Python
- Data Mining and Machine Learning
- Information Retrieval
- Data Structures

WORK EXPERIENCE

Remote Data Analyst (Volunteer) Guardian's Embrace

05/2025 - Present

San Diego, USA

Non-profit Organization

Achievements/Tasks

- Spearheaded the design and implementation of the non-profit's inaugural end-to-end financial data reporting system, which includes the architecture and ongoing development of interactive Power BI dashboards (targeting 5 reports) to provide leadership with real-time visibility into donations, expenses, and investment flows.
- Engineered and managed a fully automated data pipeline, integrating donor platforms (Zeffy) and banking data (Relay Bank via Plaid API) with Google Sheets using Zapier and Pipedream. Successfully eliminated 100% of manual data entry, ensuring complete data integrity for financial records.
- Architected and maintained a secure, multi-file data warehouse in Google Sheets, segmenting sensitive donor and financial data across distinct files. Developed a unified master reporting ledger using advanced Google Sheet formulas (QUERY, IMPORTRANGE, LET) to provide role-based, "need-to-know" access for 5-8 key team members, including the organisational owner.
- Provided critical IT administration support for the data infrastructure, including setup and management of the organisation's Google Workspace. Established a centralised IT service account for data asset ownership, created user accounts, and enforced robust security best practices, including Multi-Factor Authentication (MFA).
- Utilized ClickUp for end-to-end project management, developing comprehensive process flowcharts, managing the system migration timeline, and meticulously documenting the new data architecture.

Contact: Maxwell Bedley - maxwell@guardiansebrace.org

SKILLS

Microsoft Power BI

DAX

Power Query

Data Visualization

Data Modeling

Business Intelligence

Reporting

SQL

Data Cleaning and Preprocessing

ETL Processes

Python

Microsoft Excel

Data Analysis

Problem Solving

CERTIFICATES

Microsoft Certified: Power Bi Data Analyst Associate
(11/2022 - Present)

Network and Application Security (06/2024)

IGCSE Cambridge Advanced Level (11/2018)

IGCSE Cambridge Ordinary Level (11/2015)

International Computer's Driving License (06/2013)

LANGUAGES

English

Native or Bilingual Proficiency

Shona

Full Professional Proficiency

Japanese

Elementary Proficiency

INTERESTS

Basketball

Football

Travelling

Gaming

Music Production