

DESTANEY BAFFUTO

Report Writer

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(444) 646-7123

1234 Sunshine Blvd, Orlando, FL 32801



PROFILE

Dedicated Report Writer with 1 year of experience in creating high-quality, data-driven reports for diverse industries. Skilled in analyzing complex information, researching and synthesizing data, and presenting findings in a clear and engaging manner. Proficient in various report writing tools and committed to meeting deadlines and maintaining accuracy. Adept at collaborating with cross-functional teams and adapting to the evolving needs of clients.

LINKS

[linkedin.com/in/destaneybaffuto](https://www.linkedin.com/in/destaneybaffuto)

SKILLS

Excel

SQL

Tableau

Power BI

Python

R programming

Google Data Studio

LANGUAGES

English

Spanish

HOBBIES

Photography

Gardening

EMPLOYMENT HISTORY

Report Writer at Florida Report Writers Inc., FL

Feb 2023 - Present

- Successfully completed over 200 detailed reports within a year, surpassing the company's annual target by 15% and contributing to Florida Report Writers Inc.'s growth in revenue by 12%.
- Streamlined the report writing process by implementing new templates and guidelines, resulting in a 25% reduction in time spent on each report and increasing the overall output of the team.
- Conducted comprehensive research on various industries, leading to the development of 50 high-quality whitepapers that attracted 10 new clients to the company and generated an additional 8% in revenue.
- Collaborated with a team of 10 writers to develop a 100-page annual report for a major client, which received positive feedback and led to a contract renewal worth \$500,000.

Junior Report Writer at Sunshine Reporting Services, FL

Jul 2022 - Dec 2022

- Successfully streamlined the report creation process by implementing advanced data visualization tools, resulting in a 15% reduction in time spent on generating reports for clients at Sunshine Reporting Services, FL.
- Effectively managed and prioritized report requests from multiple departments, leading to a 10% increase in overall client satisfaction and a 5% increase in repeat business for Sunshine Reporting Services, FL.
- Designed and developed a comprehensive training program for new hires, which increased the proficiency of junior report writers by 20% and reduced the onboarding time by 30% at Sunshine Reporting Services, FL.

EDUCATION

Bachelor of Arts in Journalism and Communication at University of Florida, Gainesville, FL

Sep 2018 - May 2022

Relevant Coursework: News Writing, Multimedia Reporting, Media Ethics and Law, Digital Media Production, Public Relations, Broadcast Journalism, Investigative Reporting, and Communication Theory.

CERTIFICATES

Certified Reporting Specialist (CRS)

Nov 2021