



LIFE3

LEARN · INNOVATE · FOR
EDUCATE · ENABLE · EMPOWERMENT

TEAM SPOTLIGHT · 2026

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Junior Data Analyst

• AI & Technology

• Clean Energy

• Workforce Development

• NYC Innovation



LIFE3

INSIDE THE OPERATION

Managing learning operations and Data integrity.

Leo runs the day-to-day machinery of LIFE3's Learning Management System. He moves learners through clean energy training, keeps records honest, and turns messy operational data into insight the team can act on.



PILLAR 01

LMS Operations

Enrollments, access, full learner lifecycle.



PILLAR 02

Data Integrity

Cleanup, dictionaries, QA across every system.



PILLAR 03

KPI Systems

Monday.com formulas that score the operation.



PILLAR ONE. LMS OPERATIONS

Moving learners to the **right program.**

Leo runs LIFE3's LMS end to end, from application intake to course completion. He clears the friction in between so every learner lands where they belong.

**01. ENROLLMENT & ACCESS**

Adds and removes participants, processes learner applications, and places users into the right on demand programs.

**02. VERIFICATION & TRIAGE**

Verifies participant info, reviews pre survey data, and troubleshoots enrollment or access issues before they escalate.

**03. PROGRESS MONITORING**

Tracks course completion and learner progress, then updates training records across internal systems.

**04. ONBOARDING SUPPORT**

Supports new learners through onboarding and partners with colleagues to smooth out training workflows.



PILLAR TWO. DATA INTEGRITY

Records you can actually **trust.**

Behind every accurate report is someone hunting duplicates, reconciling fields, and writing the rules others rely on. That is Leo.

SIGNATURE CONTRIBUTION

Built the team's data dictionary.

Standardized field definitions, business rules, and documentation, so every teammate reads the same data the same way.

01**DATA CLEANUP**

Identifies duplicate, incomplete, or inconsistent records and restores integrity.

02**QA CHECKS**

Runs quality assurance passes to keep participant and course data aligned.

03**SOPS**

Documents processes so the next person doesn't reinvent the workflow.



PILLAR THREE. KPI SYSTEMS

Turning workflow into a scoreboard.

Leo built the formula layer on Monday.com that generates the KPI script. It converts daily operational work into numbers leadership can act on.

MONDAY.COM • KPI FORMULA LAYER

```
01 enrollments_processed
02 completion_rate
03 data_accuracy_score
04 time_to_enroll
05 training_effectiveness
06 kpi.output()
```

WHAT IT UNLOCKS

Performance you can measure, not just feel.

- A single source of truth for training effectiveness.
- Reporting backed by validated, organized data.
- Discrepancies surfaced before they snowball.

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THE THROUGH LINE

Reliable systems don't happen by accident.

Leo is the reason enrollments land where they should, records hold up under scrutiny, and KPIs reflect what's actually happening on the ground. He quietly powers LIFE3's mission to scale equitable clean energy career pathways.

CLEAN DATA

Cleanup, dictionaries, QA passes.

SMOOTH OPS

Enrollments, access, onboarding.

MEASURED WORK

Monday KPI formulas, reporting.

THANK YOU, LEO, FOR THE WORK THAT HOLDS IT ALL TOGETHER.

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