

# Sophia Mitchell

## Associate Data Analyst

☎ (317) 555-6723 ✉ sophia.mitchell@example.com 🌐 linkedin.com/in/sophiamitchell 📍 456 Oakwood St, Indianapolis, IN 46202

### SUMMARY

---

Detail-oriented data analyst with experience in data analysis and reporting, focusing on healthcare data. Excited about opportunities to collaborate with teams and support decision-making processes through analytical reports and dashboards. Skilled in Excel, SQL, and Tableau to transform raw data into actionable insights. Strengthened communication abilities foster partnerships within the business environment while ensuring data accuracy and integrity during analysis. Enthusiastic about contributing to team success and dedicated to continuous learning in analytical methods.

### EXPERIENCE

---

#### Associate Data Analyst

Insight Health Solutions 📅 June 2022 - Present 📍 Indianapolis, IN

Provided analytical and reporting support across various healthcare data projects, collaborating with senior analysts for insightful decision-making.

- Collaborated with senior analysts to deliver analytical insights and reporting.
- Assisted with data collection and validation to ensure meaningful outcomes.
- Developed interactive dashboards using Tableau for strategic initiatives.
- Conducted audits for accurate data integrity and consistency.

#### Data Analyst Intern

Data Insights Group 📅 January 2022 - May 2022 📍 Indianapolis, IN

Gained practical experience in data analysis through internship, supporting multiple projects that improved reporting capabilities.

- Utilized Excel and SQL for comprehensive data analysis.
- Coordinated with teams to gather requirements and provide visual insights.
- Assisted with report generation to present findings effectively.
- Participated in brainstorming sessions for potential data solution enhancements.

### LEADERSHIP & AWARDS

---

- Employee of the Month at Insight Health Solutions for outstanding teamwork and project contributions.
- Awarded Top Performer award for creating effective dashboards that led to improved decision-making.

### EDUCATION

---

#### B.S. in Data Science

Indiana University 🎓 GPA: 3.5 📅 2021 📍 Bloomington, IN

*Coursework: Statistics, Data Mining, Machine Learning, Database Management*

### CERTIFICATIONS

---

- SQL Certification 📅 2022
- Tableau Desktop Specialist 📅 2022

### TECHNICAL SKILLS

---

- **Data Analysis Tools:** Excel, SQL, Tableau
- **Data Visualization Tools:** Tableau, Power BI, Tibco Spotfire
- **Communication Tools:** PowerPoint, Slack, Microsoft Teams
- **Statistical Techniques:** Descriptive Statistics, Predictive Modeling, Regression Analysis
- **Database Technologies:** MySQL, PostgreSQL, Oracle
- **Project Management Tools:** Trello, Asana, JIRA
- **Collaboration Tools:** Google Workspace, Office 365, Zoom
- **Data Validation Methods:** Data Cleaning, Auditing, Quality Assurance
- **Cloud Platforms:** AWS, Azure, Google Cloud Platform
- **Data Warehousing:** ETL, Data Lakes, Data Marts

### SKILLS

---

- Data Analysis
- Data Visualization
- Documentation
- Data Integrity
- Excel
- Healthcare Data
- Collaboration
- Dashboards
- SQL
- Reporting
- Statistical Concepts
- Auditing
- Tableau
- Communication
- Data Manipulation
- Preparation

## PROFESSIONAL AFFILIATIONS

---

- Active member of Women in Data Science networking group.
- Volunteer data analyst for local non-profit organization.

## LANGUAGES

---

- English (Native)
- Spanish (Proficient)

## ADDITIONAL INFORMATION

---

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

---

AVAILABLE ON REQUEST