

# Sophia Mitchell

## Associate Data Analyst

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456 Oakwood St, Indianapolis, IN 46202

### STRENGTHS

- Analytical Aptitude**  
Consistently transforms complex data into clear insights that support decision-making.
- Collaborative Spirit**  
Teamed up with diverse groups, fostering open communication and effective problem-solving.
- Technical Proficiency**  
Proficiently skilled in SQL and Tableau, transforming data analysis techniques into impactful strategies.
- Communication Skills**  
Effectively convey analysis results to stakeholders with clarity and confidence, enhancing understanding.
- Critical Thinking**  
Approaches data challenges with insight, ensuring data-driven decisions reflect robust analytical thinking.

### SKILLS

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

### LANGUAGES

English Native  

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Spanish Proficient

### 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

## MY CAREER

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● Associate Data Analyst at Insight Health Solutions (3.9 Years)

● Data Analyst Intern at Data Insights Group (4 Months)

- **Data Validation Methods:** Data Cleaning, Auditing, Quality Assurance
- **Cloud Platforms:** AWS, Azure, Google Cloud Platform
- **Data Warehousing:** ETL, Data Lakes, Data Marts

## PROFESSIONAL AFFILIATIONS

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

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST