

Stella Beck

Associate Master Data Analyst, Data Governance

☎ (303) 555-7148

✉ stella.beck@example.com

🌐 linkedin.com/example/stellabeck

📍 Denver, CO 80202

STRENGTHS

- ✔ **Data Quality**
Audits records against clear rules, then follows issues through correction. Teams gained cleaner information and fewer surprises.
- 👥 **Cross Functional Partnership**
Brings procurement, manufacturing, and finance voices into validation work. A careful question often prevents a costly correction later.
- 📊 **Excel Analysis**
Turns messy operational data into useful tracking and reconciliation tools. Colleagues came back when a workbook needed clarity.
- ♥ **Process Documentation**
Captures practical workflow steps in language teams can use. Small documentation updates made handoffs feel much smoother.
- 📁 **SAP Data Stewardship**
Maintains materials and pricing records with steady attention to governance rules. Reliable records became a shared team expectation.

SKILLS

Data Governance Master Data
SAP Data Excel Data Quality
Validation Auditing Testing
Process Improvement
Data Analysis Reporting
Documentation
Root Cause Analysis
Stakeholder Collaboration
Supply Chain Data

SUMMARY

Master data analyst with four years of experience supporting SAP master data, **data governance**, operational reporting, and **data quality** initiatives. Maintains accurate materials, **pricing records**, and operational datasets while validating requests, investigating discrepancies, and documenting repeatable workflows. Uses advanced Excel analysis to reconcile information, identify trends, and support reliable business decisions. Partners with procurement, manufacturing, finance, and other business teams to clarify requirements and resolve issues with practical solutions. Supports **system enhancements** through structured testing and validation, then translates findings into process improvements that strengthen consistency. Brings a thoughtful, service oriented approach to data stewardship, with a clear focus on accurate records, dependable reporting, and smoother operations across business functions.

EXPERIENCE

Master Data Analyst

DataCore Operations 📅 February 2024 - Present 📍 Denver, CO

Owns SAP master data workflows for materials, pricing records, and operational requests. Supports governance audits, system testing, issue resolution, process documentation, and cross functional decisions that improve data reliability.

- Managed **SAP** material and **pricing records** through controlled data request workflows.
- Audited **master data** against governance rules, correcting issues before operational use.
- Validated business changes with **procurement, manufacturing**, finance, and reporting stakeholders.
- Tested system enhancements and process updates before wider operational adoption.
- Documented master data workflows, giving teams clearer steps for consistent execution.
- Analyzed request trends, revealing practical opportunities for stronger **data governance**.

Data Analyst

Rocky Mountain Supply Systems 📅 August 2022 - January 2024 📍 Boulder, CO

Supported operational reporting and **data quality** work across multiple business functions. Built Excel based tracking tools, investigated discrepancies, documented causes, and contributed to process improvements that made information flow more dependable.

- Prepared operational reporting datasets for **business** analysis and recurring decision support.
- Validated cross functional data, catching discrepancies before reporting cycles closed.
- Built **Excel** tracking tools that simplified reconciliation and follow up work.
- Investigated data mismatches, documenting root causes for practical corrective action.
- Supported process improvements focused on accurate, consistent operational information.
- Collaborated with stakeholders, clarifying information needs and improving handoffs.

PROJECTS

SAP Master Data Quality Initiative 📅 2025

Improved governance visibility by organizing audit findings, request trends, validation steps, and workflow documentation for SAP materials and pricing records.

Operational Reconciliation Toolkit 📅 2023

Created Excel based tracking and reconciliation resources that supported cleaner datasets, clearer follow up, and more dependable operational reporting.

LEADERSHIP & AWARDS

- Microsoft Excel Expert Certification recipient, recognized for advanced spreadsheet analysis and practical data work.
- Selected as a trusted data resource for cross functional validation and issue resolution discussions.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Master Data Analyst at DataCore Operations (2.6 Years)
- Data Analyst at Rocky Mountain Supply Systems (1.4 Years)

- Improved workflow consistency through clear documentation and repeatable master data review steps.

EDUCATION

Bachelor's Degree in Business Information Systems
University of Colorado Denver 🎓 GPA: 0 📅 2022 📍 Denver, CO
***Coursework:** Data management, business analytics, information systems, supply chain operations*

CERTIFICATIONS

- Microsoft Excel Expert Certification 📅 2025
- SAP Data Governance Fundamentals 📅 2026

TECHNICAL SKILLS

- **SAP Master Data:** Materials, Pricing Records, SAP Data Structures
- **Data Governance:** Governance Rules, Data Stewardship, Data Audits
- **Excel Analysis:** Microsoft Excel, PivotTables, Reconciliation
- **Data Validation:** Request Review, Field Validation, Record Checks
- **Data Quality:** Quality Rules, Issue Correction, Trend Analysis
- **Testing Methods:** System Testing, Validation Testing, Enhancement Testing
- **Operational Reporting:** Reporting Datasets, Business Analysis, Data Trends
- **Process Documentation:** Workflow Documentation, Procedures, Process Records
- **Root Cause Analysis:** Discrepancy Review, Issue Investigation, Cause Documentation
- **Business Functions:** Procurement, Manufacturing, Finance
- **Supply Chain Data:** Materials, Bills of Material, Routings
- **Pricing Data:** Pricing Records, Price Validation, Pricing Requests

PROFESSIONAL AFFILIATIONS

- Data governance community participation, sharing practical approaches for quality review and process clarity.
- Professional analytics network participant, exchanging ideas on reporting, validation, and operational data stewardship.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST