

# Sophia Mitchell

## Business Intelligence and Data Analyst

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📍 4567 Oak St, Naperville, IL 60540

### STRENGTHS

- 💡 **Analytical Problem-Solving**  
Applied analytical skills in various projects and daily responsibilities to solve complex data issues effectively.
- 👥 **Collaboration**  
Actively collaborated with multi-functional teams boosting cooperation and innovation throughout numerous projects.
- 🔍 **Attention to Detail**  
Cultivated ability to spot inconsistencies and inaccuracies, greatly improving data integrity for all reports.
- 🔄 **Adaptability**  
Flourished in fast-paced environments requiring swift adjustments, responding effectively to ever-changing project demands.
- 📊 **Visual Communication**  
Strived to present complex data visually, promoting ease of understanding across diverse audiences in strategic initiatives.

### SKILLS

SQL Power BI Advanced Excel  
Data Visualization ETL Processes  
Business Intelligence  
Data Analysis Data Cleaning  
Dashboard Development  
Trend Analysis  
Stakeholder Communication  
Problem-Solving  
Process Automation  
Cloud Technologies AI Tools

### SUMMARY

Data analyst passionate about converting raw data into meaningful insights. Over four years' experience in business intelligence and analytics, focusing on manufacturing environments. Skilled in SQL, Power BI, and advanced Excel, transforming complex datasets into actionable strategies. Successfully collaborated with diverse teams to improve operational efficiency and support automation initiatives. Eager to apply analytical abilities to drive data-informed decisions at Data Insights Solutions. A commitment to clarity makes translating intricate data into accessible formats a priority. Deep dedication motivates continual learning through emerging tools in AI and data processes.

### EXPERIENCE

#### Business Intelligence Analyst

Tech Solutions Corp 📅 January 2021 – Present 📍 Naperville, IL

Serve as a key player in leveraging data from multiple sources using SQL for insightful analysis. Develop dashboards and marketing reports that directly impact decision-making. Collaborate with various teams to meet dynamic business requirements efficiently. Spearhead automation efforts, which significantly reduce reporting Cycles.

- Managed extracting and querying data from ERP and CRM systems using SQL.
- Built interactive KPI reports in Power BI, resulting in improved visibility for stakeholders.
- Collaborated closely with engineering and sales teams to refine reporting processes.
- Automated reporting tasks, successfully reducing manual workload by enhancing accuracy.

#### Junior Data Analyst

Data Insights Inc. 📅 June 2019 – December 2020 📍 Chicago, IL

Focused on ensuring data quality, cleaning, and validation while supporting the development of performance-enhancing reports. Utilized both Excel and Power BI for engaging data visualizations. Gained insightful exposure presenting strategic decomposition findings to management.

- Assisted in data contracts and cleaned valuable data sources for comprehensive analysis.
- Supported report generation using advanced Excel techniques and created Power BI dashboards.
- Conducted analysis of substantial datasets, identifying trends for manufacturing efficiencies.
- Presented analytical results to management, facilitating informed business improvements.

### LEADERSHIP & AWARDS

- Excellence Award for Outstanding Performance in Project Delivery
- Team Leadership Award for Collaboration and Innovation

### EDUCATION

#### B.S. in Data Analytics

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2019 📍 Chicago, IL

**Coursework:** Data Analysis, ETL Processes, Business Intelligence, Data Visualization

### CERTIFICATIONS

- Certified Business Intelligence Professional 📅 2021
- Microsoft Certified: Data Analyst Associate 📅 2022

### TECHNICAL SKILLS

- **Database Management Systems:** SQL, T-SQL, Oracle
- **Data Visualization Tools:** Power BI, Tableau, Looker
- **Data Manipulation Languages:** Python, R, DAX
- **Spreadsheet Software:** Excel, Google Sheets, LibreOffice Calc
- **Automation Software:** Alteryx, Zapier, Microsoft Flow

## LANGUAGES

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English Native

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Spanish Intermediate

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## MY CAREER

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● Business Intelligence  
Analyst at Tech Solutions Corp  
(5.3 Years)

● Junior Data Analyst at Data  
Insights Inc. (1.5 Years)

- **Project Management Tools:** Asana, Trello, Jira
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Reporting Tools:** SSRS, Crystal Reports, Google Data Studio
- **Version Control Systems:** Git, Subversion, Bitbucket
- **Cloud Platforms:** AWS, Azure, Google Cloud

## PROFESSIONAL AFFILIATIONS

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- Member of Data Analytics Society at University of Illinois
- Participant in Annual Data Challenge Hackathon

## 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