

# Sophia Mitchell

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## SUMMARY

Detail-oriented Business Intelligence Data Analyst with over four years in developing analytical datasets and reporting solutions. Specialized in leveraging SQL and Power BI to derive insights driving operational and strategic decision-making. Proven track record of creating effective data models and dashboards that enhance user experience and decision support. Skilled collaborator with cross-functional teams, adept at gathering requirements and delivering actionable business intelligence solutions. Demonstrated ability to communicate complex technical concepts simply to diverse stakeholders. Committed to staying abreast of industry trends and analytics best practices.

## EXPERIENCE

**Business Intelligence Data Analyst** June 2021 - Present  
Data Insight Solutions Chicago, IL

This role focuses on developing analytical datasets, designing dashboards, and generating reporting solutions that support operational and strategic decisions.

- Developed and optimized analytical datasets using SQL Server and Oracle databases, enhancing overall operational efficiency.
- Designed and maintained semantic data models that support intuitive Power BI dashboards for improved user access.
- Built and supported Power BI reports for various initiatives, significantly improving reporting accuracy.
- Collaborated closely with stakeholders to clarify business requirements, delivering actionable BI solutions that streamline decision processes.

**Junior Data Analyst** July 2019 - May 2021  
Tech Solutions Group Chicago, IL

Assisted with developing reporting tools and dashboards, focused on improving data visibility and support for decision-making.

- Contributed to the creation of reporting tools that improved accessibility and visibility of critical data.
- Conducted analysis and prepared detailed reports to facilitate operational decision-making.
- Worked alongside senior analysts to gather requirements, ensuring compatibility with business needs.
- Provided insights into business intelligence practices, contributing to team goals and knowledge sharing.

## LEADERSHIP & AWARDS

- Recognized for the successful implementation of a new reporting framework leading to accurate operational insights.
- Awarded 'Employee of the Month' twice for outstanding teamwork and contributions to project successes.

## EDUCATION

**Bachelor's Degree in Data Analytics** 2019  
University of Illinois at Chicago GPA: 3.8 Chicago, IL  
*Coursework: Statistics, Data Visualization, Database Management, Project Management*

## CERTIFICATIONS

- Microsoft Certified: Data Analyst Associate 📅 2022
- SQL Certification 📅 2021

## TECHNICAL SKILLS

- **Databases:** SQL Server, Oracle Database, MySQL
- **Reporting Tools:** Power BI, Tableau, SSRS
- **Analysis Techniques:** Data Mining, Statistical Analysis, Predictive Modelling
- **ETL Tools:** SSIS, Talend, Informatica
- **Project Management:** JIRA, Confluence, Microsoft Project
- **Development Environments:** VS Code, GitHub, RStudio
- **Programming Languages:** Python, R, JavaScript
- **Business Intelligence Strategies:** OLAP, KPI Tracking, Dashboard Design
- **Security Standards:** GDPR, CCPA, HIPAA compliance
- **Data Governance:** Data Stewardship, Data Quality Management, Metadata Management

## SKILLS

- Power BI
- SQL
- DAX
- ETL frameworks
- Data Modeling
- Data Visualization
- Business Intelligence
- Reporting Solutions
- Analytical Problem-Solving
- Dashboard Development
- Data Validation
- Quality Assurance
- Semantic Data Models
- User Access Controls
- Cross-Functional Collaboration
- Stakeholder Engagement

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## PROFESSIONAL AFFILIATIONS

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- Member of the Chicago Data Science Community, actively participating in local meetups to exchange insights and techniques.
- Volunteer mentor for students pursuing careers in data analytics, helping foster talent and community connections.

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## LANGUAGES

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- English (Native)
- Spanish (Intermediate)

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## ADDITIONAL INFORMATION

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

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## REFERENCES

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AVAILABLE ON REQUEST