

Sophia Reynolds

Construction Cost Data Analyst

☎ (773) 555-6723 ✉ sophia.reynolds@example.com

🌐 [linkedin.com/in/sophiareynolds](https://www.linkedin.com/in/sophiareynolds) 📍 4532 Oakwood Ct, Chicago, IL 60614

STRENGTHS

- 🔍 **Analytical Thinking**
Able to dissect complex data sets to uncover valuable insights; enhanced process improvements throughout my projects.
- 👥 **Client Engagement**
Developed relationships with clients leading to referred projects and positive feedback based on responsive communication.
- ⚙️ **Process Improvement**
Identified opportunities to streamline operations; reduced report preparation time significantly for faster decision making.
- 📄 **Presentation Skills**
Delivered analyses effectively to internal teams; peers often praised clarity and professionalism during discussions.
- ☰ **Multitasking Ability**
Capable of managing multiple priorities without compromising quality and deadlines, proving essential for project success.

SKILLS

Data Analysis Cost Management

Benchmarking Power BI Excel

Statistical Modeling UAT

Client Engagement

Project Forecasting Budget Review

Trend Analysis

Software Implementation

Contract Negotiation

Documentation

Strategic Communication

SUMMARY

Detail-oriented Construction Cost Data Analyst with over 5 years of experience in data management and analytics within the data center and industrial sectors. Proficient in using advanced tools such as Excel and Power BI to analyze cost trends and develop actionable insights. Effective communicator in client-facing roles, engaging stakeholders through clear presentations of complex data. Skilled in benchmarking, data modeling, and statistical analysis, having contributed significantly to various cost management projects that enhanced operational efficiencies. Committed to driving strategic decision-making through insightful, data-driven recommendations.

EXPERIENCE

Construction Cost Data Analyst

Innovative Engineering Solutions 📅 June 2021 - Present 📍 Chicago, IL

Contributed extensively to a global data center portfolio by analyzing construction-related cost trends while supporting diverse project stages. Engaged actively with cross-functional teams for improved outcomes.

- Analyzed cost trends across small fit-outs and large-scale projects for comprehensive insight.
- Developed and maintained accurate cashflow forecasts and accruals for financial oversight.
- Conducted thorough benchmarking and trend analysis, enhancing data-driven discussions.
- Streamlined reporting using Power BI, improving presentation efficiency for stakeholders.

Junior Data Analyst

Data Insights Corporation 📅 January 2018 - May 2021 📍 Chicago, IL

Assisted in analytical efforts for multiple construction projects, focusing on data modeling and cost management strategies. Supported senior stakeholders with reporting and insights.

- Supported modeling and analysis aimed at enhancing cost management initiatives.
- Helped identify financial trends through benchmarking to support strategic planning.
- Participated in UAT for software tools, ensuring accuracy and user satisfaction.
- Created intuitive dashboards in Excel, improving budget tracking for teams.

Intern Analyst

CityWorks Design Studio 📅 June 2016 - December 2017 📍 Chicago, IL

Gained foundational experience contributing to budgeting processes and assisting higher-level analysts in various tasks involving project evaluation and client engagements.

- Supported budgeting efforts for architectural projects, assisting in preliminary evaluations.
- Engaged in compiling reports on project performance metrics for team reviews.
- Provided research assistance related to cost comparisons and vendor assessments.
- Collaborated on presentations, helping convey critical information to clients effectively.

LEADERSHIP & AWARDS

- Certified Construction Manager (CCM), 2020
- Best Project Award for Campus Redevelopment, Innovative Engineering Solutions, 2022

EDUCATION

Bachelor's Degree in Construction Management

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2017 📍 Chicago, IL

Coursework: Project Planning, Risk Assessment, Budget Management, Cost Control

CERTIFICATIONS

- Certified Construction Manager (CCM) 📅 2020
- Lean Six Sigma Green Belt 📅 2021

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Construction Cost Data Analyst at Innovative Engineering Solutions (4.9 Years)

● Junior Data Analyst at Data Insights Corporation (3.3 Years)

● Intern Analyst at CityWorks Design Studio (1.5 Years)

TECHNICAL SKILLS

- **Data Management Tools:** Excel, Power BI, SQL
- **Analysis Software:** R, Python, Tableau
- **Project Management Tools:** Trello, Asana, Microsoft Project
- **Collaboration Tools:** Microsoft Teams, Slack, Google Workspace
- **Reporting Tools:** Crystal Reports, Business Objects, PowerPoint
- **Statistical Methods:** Regression Analysis, Sensitivity Analysis, Time Series Forecasting
- **Financial Software:** SAP, Oracle Financial Services, QuickBooks
- **Quality Assurance Tools:** QTest, TestRail, SoapUI
- **Automation Technologies:** Zapier, UiPath, Selenium
- **Visualization Tools:** Tableau, QlikView, D3.js

PROFESSIONAL AFFILIATIONS

- National Association of Women in Construction (NAWIC), Member
- Society of Monthly Construction Trends, Active Volunteer

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST