

# Sophia Reynolds

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## SUMMARY

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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

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### Construction Cost Data Analyst

June 2021 - Present

Innovative Engineering Solutions

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

January 2018 - May 2021

Data Insights Corporation

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

June 2016 - December 2017

CityWorks Design Studio

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

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

## EDUCATION

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### Bachelor's Degree in Construction Management

2017

University of Illinois at Chicago GPA: 3.8

Chicago, IL

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

## CERTIFICATIONS

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

## TECHNICAL SKILLS

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- **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

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## 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

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## PROFESSIONAL AFFILIATIONS

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

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## LANGUAGES

- English (Native)
- Spanish (Proficient)

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## ADDITIONAL INFORMATION

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

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## REFERENCES

AVAILABLE ON REQUEST