



Jordan Mitchell

Data Analyst

📞 (217) 555-0123 ✉️ jordan.mitchell@example.com

🌐 linkedin.com/in/jordanmitchell 📍 456 Oak St, Springfield, IL 62701

STRENGTHS

- 🔍 **Analytical Thinking**
Processed vast amounts of data efficiently, consistently uncovering patterns that lead to informed decisions. Colleagues often sought my insights on analytical challenges.
- 💬 **Communication Skills**
Effectively translated complex findings into accessible language for non-technical stakeholders. Recognized for succinct report writing and impactful presentations.
- ♥️ **Team Collaboration**
Frequently collaborated with cross-functional teams, strengthening processes and promoting knowledge share across departments. Developed lasting relationships during this time.
- ✂️ **Problem Solving**
Diligently navigated obstacles, finding innovative solutions for data-related challenges. Peers relied on my approachability for resolving issues.
- ⚙️ **Technical Proficiency**
Proficient with various tools and languages like SQL, Tableau, and Python. Oversaw multiple projects, integrating these technologies to solve data puzzles.

SKILLS

SQL Tableau Power BI Python
pandas matplotlib data analysis
statistical tests A/B testing
communication

SUMMARY

Detail-oriented Data Analyst with a strong foundation in transforming complex behavioral and transactional data into actionable insights. Experienced in leveraging SQL for querying, cleaning, and restructuring datasets independently, while proficiently building dashboards using Tableau and Power BI to foster stakeholder visibility. Well-versed in utilizing Python, including pandas and matplotlib, facilitating effective data manipulation and rigorous statistical analysis. Committed to clear communication of findings through structured presentations and written reports. Enthusiastic about driving data-driven decisions and optimizing business performance in dynamic environments.

EXPERIENCE

Data Analyst Intern

Tech Solutions Inc. 📅 June 2025 - Present 📍 Springfield, IL

Supported decision-making by transforming complex datasets into clear action items. Wrote SQL queries to extract, clean, and organize data from large sources. Built diverse interactive dashboards using Tableau, enhancing stakeholder visibility into performance metrics. Conducted A/B tests and presented results based on statistical findings.

- Executed SQL commands for comprehensive data extraction and transformation.
- Designed engaging visual dashboards in Tableau that conveyed critical insights effectively.
- Conducted statistical analyses, including hypothesis testing and confidence intervals.
- Documented methodologies to promote knowledge sharing among team members.

Business Intelligence Intern

Data Insights Corp. 📅 January 2025 - May 2025 📍 Springfield, IL

Contributed to business intelligence initiatives by analyzing performance metrics. Utilized SQL extensively for querying datasets and built automated reporting workflows via Python for efficiency. Presented project outcomes through formal reports tailored for executive review.

- Collaborated with stakeholders to identify key business questions for analysis.
- Wrote complex SQL scripts to automate data extraction and cleansing.
- Developed structured reports highlighting significant trends and recommendations.
- Enhanced understanding of direct-to-consumer data strategies.

Data Research Assistant

University Research Projects 📅 September 2023 - December 2024 📍 Springfield, IL

Assisted faculty in research focused on consumer behavior analytics. Engaged in data collection, entry, and initial exploratory analyses to set the foundation for deeper academic studies. Provided findings in organized formats suited for academia.

- Participated in data collection efforts, ensuring accuracy and thoroughness.
- Conducted preliminary analyses leading to insightful academic discussions.
- Collaborated on academic articles addressing consumer trends.
- Presented technical results at departmental seminars.

PROJECTS

E-commerce Analytics Dashboard 📅 May 2025

Developed a comprehensive dashboard for an e-commerce platform using Tableau. Integrated multiple data sources including sales, product returns, and customer feedback to provide actionable insights that improved customer satisfaction scores.

Statistical Analysis Project 📅 December 2024

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Data Analyst Intern at Tech Solutions Inc. (11 Months)

● Business Intelligence Intern at Data Insights Corp. (4 Months)

● Data Research Assistant at University Research Projects (1.2 Years)

Conducted a detailed statistical analysis of survey data focusing on user engagement and retention rates. Utilized Python libraries for data manipulation and visualization, resulting in enhanced operational strategies.

LEADERSHIP & AWARDS

- Received Best Internship Performance Award for outstanding contributions and initiative during the internship at Tech Solutions Inc.
- Recognized as High Honor Roll student for achieving a GPA above 3.5 throughout postgraduate studies.

EDUCATION

Master's Degree in Data Science

Springfield University 🎓 GPA: 3.8 📅 2025 📍 Springfield, IL

Coursework: Statistical Analysis, Database Management, Data Visualization, Machine Learning

Bachelor's Degree in Computer Science

Springfield University 🎓 GPA: 3.6 📅 2024 📍 Springfield, IL

Coursework: Programming Fundamentals, Algorithms, Data Structures, Web Development

CERTIFICATIONS

- SQL for Data Science 📅 2025
- Data Visualization with Tableau 📅 2025

TECHNICAL SKILLS

- **Data Management Tools:** SQL, Redshift, dbt
- **Visualization Tools:** Tableau, Power BI
- **Programming Languages:** Python, R
- **Data Manipulation Methods:** Pandas, Numpy
- **Statistical Software:** MATLAB, SPSS
- **Analytics Methodologies:** A/B Testing, Regression Analysis
- **Reporting Tools:** Excel, Google Sheets
- **Project Management Tools:** Trello, Asana, Jira
- **Cloud Platforms:** AWS, Azure
- **Collaboration Tools:** Slack, Microsoft Teams

PROFESSIONAL AFFILIATIONS

- Member of the Data Science Club at Springfield University, participating in workshops and competitions.
- Volunteer at local non-profit, aiding in data management and community outreach efforts.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST