

Zayd Kirk

Data Analyst, Human Resources Analytics

📞 970-555-4186 ✉️ zayd.kirk@example.com

🌐 [linkedin.com/example/zaydkirk](https://www.linkedin.com/example/zaydkirk) 📍 Fort Collins, CO 80524

STRENGTHS

- 👥 **Workforce Analysis**
Combined HRIS, recruiting, attendance, and organizational data, then connected findings with staffing decisions and service needs.
- ♥️ **Data Storytelling**
Turned complex measures into Tableau visuals, Excel packages, narratives, and recommendations that nontechnical partners could use.
- 📊 **Query Improvement**
Reviewed joins, views, and table structures during slow reporting cycles. Partners received clearer, more responsive recurring analysis.
- 🗣️ **Stakeholder Guidance**
Helped teams frame questions and choose measures. A practical conversation often resolved ambiguity before analysis began.
- ✅ **Data Stewardship**
Investigated discrepancies, recorded assumptions, and maintained audits, backups, and archives so published results remained trustworthy.

SKILLS

Data Analysis HR Analytics

SQL Server SQL Python Tableau

AppSheets JavaScript Excel

Microsoft Office Database Design

Data Quality Auditing

Reporting Automation

Query Optimization

SUMMARY

Data Analyst with six years of experience turning workforce and administrative data into practical decisions for service oriented organizations. Combines SQL Server, Python, Excel, Tableau, and relational **data management** with careful **metric definition**, validation, documentation, and reporting. Builds views, **optimized queries**, reporting tables, audits, recurring workflows, and visual narratives that help **HR leaders** and nontechnical partners interpret trends, correlations, staffing patterns, and operational risks. Guides stakeholders through question framing, measure selection, results interpretation, and recommendation development. Experience includes HRIS, recruiting, attendance, program, and organizational data, plus legal, executive, administrative, and recurring reports. Work reflects respect for data accuracy, privacy, security, backup, archival, and transparent assumptions, with a practical focus on reliable analysis that supports sound human capital decisions.

EXPERIENCE

Senior Data Analyst, Workforce Analytics

FrontRange Community Services 📅 January 2025 - Present 📍 Fort Collins, CO

Leads **workforce analytics** across service programs, connecting HRIS, recruiting, attendance, and organizational data with SQL Server, Tableau, and Excel reporting for staffing decisions and responsible workforce data use.

- Combined HRIS, recruiting, attendance, and **organizational data** for clearer staffing decisions across service programs.
- Built **SQL Server views** and reporting tables with documented definitions, lineage, and repeatable validation steps.
- Created Tableau and Excel packages that connected workforce measures with **narratives** and practical **recommendations**.
- Translated stakeholder questions into measurable definitions, source requirements, validation plans, and delivery milestones.
- Investigated audit discrepancies and documented assumptions, corrections, limitations, and publication decisions for trusted reporting.
- Guided partners through metric selection, result interpretation, and responsible workforce data use during planning sessions.

Data Analyst

Summit Public Programs 📅 July 2022 - December 2024 📍 Lakewood, CO

Managed large HR and program datasets for recurring, legal, executive, and operational reporting, combining SQL Server, Excel, Python, and Tableau with documented procedures and **data quality controls**.

- Managed large HR and program datasets for recurring, legal, executive, and operational reporting needs.
- Created reusable SQL queries, views, and data quality checks that standardized recurring reporting workflows.
- Used Python and Tableau to examine **trends, correlations**, outliers, and operational implications for leaders.
- Documented **SOPs** covering report criteria, source selection, validation, **archival**, delivery, and recurring protocols.
- Debugged slow SQL queries and reviewed joins and table structures for improved reporting responsiveness.
- Mapped HR system fields and clarified extraction rules with system owners before automating recurring **metrics**.

LANGUAGES



MY CAREER



- Senior Data Analyst, Workforce Analytics at FrontRange Community Services (1.7 Years)
- Data Analyst at Summit Public Programs (2.4 Years)
- Junior Data Analyst, Workforce Reporting at Pikes Peak Administrative Solutions (1.8 Years)

Junior Data Analyst, Workforce Reporting

Pikes Peak Administrative Solutions 📅 September 2020 - June 2022 📍 Colorado Springs, CO

- Produced workforce and administrative reporting from spreadsheets and relational sources, supporting ad hoc analysis, audit samples, visualization, data preparation, **backup**, archival, and early automation work.
- Produced recurring workforce reports from spreadsheets and relational sources, verifying totals before distribution.
 - Wrote SQL queries for ad hoc questions, recurring extracts, and audit samples requested by partners.
 - Built **Excel** analyses and **Tableau** visuals covering staffing, turnover, workload, and service trends.
 - Compared source systems to investigate discrepancies, then documented corrections, limitations, and unresolved questions.
 - Supported **backup and archival** procedures while maintaining organized historical reporting data for later reference.
 - Applied Python to routine **data preparation** and gained exposure to R, **JavaScript**, and AppSheets.

PROJECTS

Workforce Metrics Reporting Framework 📅 2025

Created a repeatable framework for metric definitions, source mapping, validation, visual reporting, and stakeholder interpretation across workforce data. Clear documentation gave partners a shared starting point for recurring analysis.

Recurring HR Reporting Automation 📅 2024

Standardized recurring HR metrics through reusable SQL queries, views, data quality checks, and documented procedures. Reporting became easier to validate, archive, and explain during operational reviews.

LEADERSHIP & AWARDS

- Recognized by service program leaders for dependable workforce reporting and practical staffing insights.
- Selected as a trusted resource for clarifying metrics, investigating discrepancies, and documenting reporting assumptions.
- Commended by reporting partners for improving recurring query consistency and data quality review practices.

EDUCATION

Bachelor of Science in Business Analytics

Colorado State University 🎓 GPA: 0 📅 2020 📍 Fort Collins, CO

Coursework: Statistics, Database Management, Data Visualization, Business Intelligence

CERTIFICATIONS

- SQL Server Analytics Training 📅 2024
- Tableau Data Visualization Training 📅 2023

TECHNICAL SKILLS

- **Database Platforms:** SQL Server, relational databases, database tables
- **SQL Development:** SQL queries, views, triggers
- **Programming Languages:** Python, R, JavaScript
- **Reporting Tools:** Tableau, Excel, Microsoft Office
- **Data Visualization:** Charts, graphs, visual narratives
- **HR Data Sources:** HRIS, recruiting data, attendance data
- **Data Management:** Data aggregation, data extraction, data lineage
- **Data Quality:** Validation checks, audits, discrepancy investigation
- **Reporting Operations:** Ad hoc reports, recurring reports, SOPs
- **Data Protection:** Security controls, backup, archival

- **Analytics Methods:** Quantitative analysis, qualitative analysis, correlation analysis

PROFESSIONAL AFFILIATIONS

- Colorado workforce analytics community participant, sharing practical approaches for responsible HR data interpretation.
- Local public service data collaboration participant, supporting shared reporting standards and clear stakeholder communication.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST