

# Sophia Mitchell

## Data Analyst / Power BI Developer

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### STRENGTHS

- 🔧 **Query Efficiency**  
Streamlined SQL queries to culminate in meaningful data retrieval processes. Teams soon appreciated rapid access to required insights.
- 📊 **Dashboard Design**  
Crafted interactive dashboards that transformed raw data into visual narratives. Received recognition for improving stakeholder comprehension.
- ⚙️ **Reporting Automation**  
Advanced reporting processes for sustainability. Led initiatives that freed up team members to tackle higher-value analyses.
- 👥 **Cross-Functional Collaboration**  
Worked alongside various internal teams established positive relationships, further enhancing collaborative efforts across departments.
- 💡 **Critical Problem Solving**  
Applied critical thinking in assessing challenges, leading to innovative solutions welcomed by peers and managers alike.

### SKILLS

SQL Power BI Data Analytics

Data Visualization

Reporting Automation

Critical Thinking Problem Solving

Data Extraction

Business Intelligence

Utilities Analysis

Database Management

Analytical Tools

Stakeholder Engagement

### SUMMARY

Driven Data Analyst with over four years' experience focused on analyzing data and creating reports in the Utilities sector. Specialization includes SQL and Power BI, allowing for comprehensive analytics that facilitate informed business decisions. Collaborating closely with teams has led to improvements in reporting processes and operational efficiencies. Skills extend to automating workflow while utilizing critical thinking for innovative solutions. Thorough understanding of data structures aids in managing complex datasets effectively. Eager to bring strong expertise in transforming data into impactful insights and enhance data-driven decision-making at Tech Innovations.

### EXPERIENCE

#### Data Analyst

Data Solutions Inc. 📅 June 2021 - Present 📍 Naperville, IL

Responsible for enhancing reporting capabilities through long-term data analysis projects. Collaborate with IT and other teams to extract and utilize relevant data from various utility systems efficiently.

- Develop Power BI dashboards for performance analytics that enhanced visibility for stakeholders.
- Utilize advanced SQL skills to craft queries that yield specific sets of customer account data.
- Automate and streamline reporting processes, ensuring efficient data delivery organization-wide.
- Partner with analysts to translate complex business needs into actionable data requirements.

#### Junior Data Analyst

Tech Solutions Corp. 📅 January 2019 - May 2021 📍 Schaumburg, IL

Contributed to data extraction and performed analyses supporting various ongoing projects. Enabled improved visualization and communication of analytically rich stories via effective use of tools.

- Collaborated with team members on gathering accurate business requirements for data initiatives.
- Assisted in developing insightful Power BI dashboards that enhanced executive reporting efficacy.
- Enhanced SQL proficiency to retrieve vital forms of data, actively supporting project needs.
- Engaged in problem-solving sessions, bringing fresh ideas to enhance project outcomes.

### PROJECTS

#### Utility Service Analytics Dashboard Development 📅 December 2022

Created a comprehensive dashboard for service metrics using Power BI that enabled stakeholder tracking of performance in real-time. Enhanced data accessibility significantly, allowing timely insights crucial for operations.

#### Automation of Reporting Workflows 📅 September 2021

Initiated and implemented automated reporting systems which streamlined repetitive tasks and improved data handling capabilities across departments. Resulted in time savings and increased staff focus on strategic tasks.

### LEADERSHIP & AWARDS

- Recognition for Outstanding Performance as Data Analyst at Data Solutions Inc.
- Team Excellence Award for Contributions to Project Analytics and Reporting in 2020.

### EDUCATION

#### Bachelor's Degree in Data Science

University of Illinois at Chicago 🎓 GPA: 3.7 📅 2018 📍 Chicago, IL

Performance Metrics

Operational Reporting

## LANGUAGES

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English Native

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Spanish Proficient

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## MY CAREER

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● Data Analyst at Data Solutions Inc. (4.9 Years)

● Junior Data Analyst at Tech Solutions Corp. (2.3 Years)

**Coursework:** *Statistics, Data Analysis, Machine Learning, Database Management*

## CERTIFICATIONS

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- Microsoft Certified: Data Analyst Associate 📅 2022
- Microsoft Certified: Azure Data Scientist Associate 📅 2023

## TECHNICAL SKILLS

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- **SQL:** Intermediate
- **Power BI:** Advanced
- **Data Modeling:** Intermediate
- **ETL Processes:** Intermediate
- **Azure Analytics:** Intermediate
- **Data Warehousing:** Intermediate
- **Visual Studio:** Beginner
- **Oracle Databases:** Intermediate
- **DAX:** Intermediate
- **Service Order Management:** Intermediate

## PROFESSIONAL AFFILIATIONS

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- Member of the Analytics Professional Network, contributing insights and sharing best practices.
- Volunteer Data Analyst for local non-profit organizations, providing analytical support and system improvements.

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST