

Sophia Reynolds

Data Analyst

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📍 1234 Elm St, Chicago, IL 60614

STRENGTHS

- 👥 **Effective Collaboration**
Cross-functionally collaborated, often becoming the go-to resource in mixed teams for problem solving.
- 📊 **Analytical Thinking**
Approached data challenges creatively, leading to innovative reporting solutions clients valued.
- ⚙️ **Advanced Technical Proficiency**
Navigated Power BI and DAX intricacies, becoming a reliable expert in report generation for stakeholders.
- 🔄 **Process Improvement**
Fostered smoother execution of projects by continuously optimizing workflows and celebrating iterative process successes.
- 💡 **Strategic Insight**
Gained executive confidence by offering data-backed insights, reinforcing strategic decisions vital to business objectives.

SKILLS

Power BI DAX Business Analysis
Data Analysis Excel Predictive AI
Recruitment Metrics
Data Visualization
Statistical Analysis
Machine Learning SQL
R Programming Tableau
Data Governance ETL Processes
Performance Tracking

LANGUAGES

English Native

SUMMARY

Detail-oriented Data Analyst with 5 years of expertise in talent acquisition analytics and business intelligence. Skilled in Power BI and DAX for creating dynamic reports that drive informed decision-making. Proven track record in collaboration with cross-functional teams to enhance recruitment metrics, optimize hiring efficiency, and implement predictive AI solutions for candidate screening. Adept at maintaining data integrity while developing complex measures tailored to meet evolving needs. Excited about opportunities to translate insights into actionable strategies that significantly improve recruitment processes.

EXPERIENCE

Data Analyst

Data Insights Group 📅 June 2021 - Present 📍 Remote

Led initiatives to develop and manage Power BI dashboards for tracking recruitment performance metrics. Fostered collaboration among HR teams to import predictive AI techniques for improved candidate assessments, thereby enhancing hiring times. Evaluated and refined existing data models and reporting structures for optimal usability and precision. Crafted intricate DAX measures to uplift reporting capabilities, aiding strategic analysis decisions.

- Developed comprehensive Power BI dashboards focused on recruitment metrics.
- Collaborated closely with HR teams for integrating predictive AI in candidate screenings.
- Enhanced user experience by refining and upgrading data models and reports.
- Authored complex DAX measures supporting advanced analytical functions and goals.

Junior Data Analyst

Tech Solutions Inc. 📅 January 2019 - May 2021 📍 Chicago, IL

Contributed effectively in crafting data reports for the talent acquisition sector, concentrating on key metrics and diversity measures. Analyzed trends via Excel and Power BI to pinpoint improvement areas within recruitment processes, advising tactics recognized for their influence. Supported the evaluation efforts relating to source effectiveness, providing insights that shaped hiring strategies positively.

- Produced data reports targeting key performance and inclusivity indicators.
- Employed Excel and Power BI functionalities to assess quantitative trends impacting recruitment.
- Worked alongside HR departments in optimizing recruitment methodology through analysis.
- Supported initiatives aimed at improving data-supported recruitment strategies.

LEADERSHIP & AWARDS

- Recipient of the Innovative Solutions Award for outstanding contributions to data analytics integration in 2022.
- Recognized as Employee of the Month at Tech Solutions Inc. for exemplary teamwork and insight sharing during major projects.

EDUCATION

Bachelor's Degree in Data Analytics

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2018 📍 Chicago, IL

Coursework: *Statistics, Data Visualization, Machine Learning, Data Management*

CERTIFICATIONS

- Microsoft Certified: Data Analyst Associate 📅 2021
- Certified Business Analysis Professional (CBAP) 📅 2023

TECHNICAL SKILLS

- **Data Management Tools:** SQL, Excel, Access
- **Data Visualization Tools:** Power BI, Tableau, Google Data Studio

Spanish Proficient

MY CAREER



● Data Analyst at Data Insights Group (4.9 Years)

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

- **Programming Languages:** Python, R
- **Statistical Analysis Software:** SPSS, SAS
- **Data Warehousing Technologies:** MongoDB, Hadoop, Redshift
- **Project Management Frameworks:** Agile, Scrum, Kanban
- **Collaboration Software:** Slack, Microsoft Teams, Zoom
- **Version Control Systems:** GitHub, Bitbucket
- **Data Cleaning Techniques:** Normalization, Transformation, ETL
- **AI & ML Tools:** TensorFlow, Keras, Scikit-learn

PROFESSIONAL AFFILIATIONS

- Active member of the Data Analytics Professionals Association, fostering a network of data-driven thinkers.
- Participant in analytics community meetups focusing on industry trends and insights.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST