

# Sophia Mitchell

## Data Architecture Business Analyst

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4572 Oakwood Ave, Chicago, IL 60614

### STRENGTHS

- Collaborative Approach**  
Frequently facilitated multidisciplinary project discussions, earning appreciation from team members involved.
- Detail-Oriented**  
Produced accurate process documentation recognized by peers for clarity and completeness.
- Problem Solver**  
Swiftly identified operational challenges leading discussions that resulted in effective solutions.
- Stakeholder Engagement**  
Established trust with stakeholders, becoming a trusted go-to person for queries about project statuses.
- Presentation Skills**  
Created impactful client presentation revealing project insights, praised for understandable content delivery.

### SKILLS

Agile Methodologies

User Story Writing

Process Documentation

Stakeholder Engagement

Data Management

### LANGUAGES

English Native

Spanish Intermediate

### SUMMARY

Sophia Mitchell demonstrates strong experience in roles requiring collaboration between business units and technology teams. Known for creating clear user stories that guide development priorities. Established processes that lead to successful project deliveries while managing product backlogs efficiently. Engages with stakeholders meaningfully, portraying a commitment to solution-oriented work that aligns with business goals. Recognize success through improved communication channels, leading to enhanced stakeholder satisfaction and stronger project outcomes. Every role undertaken showcases dedication to fostering partnerships across departments and ensuring projects align with organizational objectives.

### EXPERIENCE

#### Data Architecture Business Analyst

Tech Innovators LLC 📅 January 2021 - Present 📍 Chicago, IL

Leverage experience as a Data Architecture Business Analyst to drive change, collaborating with cross-functional teams. Translate business requirements into actionable specifications enhancing clarity for technical implementations. Equipped with profound knowledge of Agile methodologies, which guides efficient management of product backlogs throughout project lifecycles. Ensure alignment between roles by developing user stories focused on holistic understanding between varied stakeholders.

- Facilitated stakeholder engagement, refining diverse user needs into precise functional documentation.
- Led agile sessions promoting streamlined prioritization aligning closely with both corporate strategies and operational efficacy.
- Developed actionable user stories alongside robust process flows boosting comprehension within interconnected teams.
- Managed frequent communications with stakeholders, providing regular updates tied directly to project progression.

#### Business Analyst

Data Solutions Group 📅 June 2018 - December 2020 📍 Chicago, IL

Employed strategic analysis skills to support core functions of a business analyst, emphasizing requirement gathering functions critical for project success. Presented complex analytics and actionable insights clearly understood by both technical and non-technical team members, fostering effective discussions surrounding project specifications.

- Documented business requirements transforming them efficiently into user stories aiding in the software development process.
- Advocated for necessary adaptations among technical solutions echoing the voices and needs from multiple business segments.
- Prepared tailored presentations illustrating project objectives, meeting addressing distinct interests from diverse audience bases.
- Nurtured who stayed engaged as end-users, maximizing information flow impacting decision-making positively.

### LEADERSHIP & AWARDS

- Recognized for exceptional teamwork which significantly increased project efficiencies across several departments.
- Awarded Employee of the Month in June 2019 for outstanding contributions towards data regulation compliance initiatives.

### EDUCATION

#### Bachelor's Degree in Information Systems

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2017 📍 Chicago, IL

## MY CAREER

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● Data Architecture Business Analyst at Tech Innovators LLC (5.3 Years)

● Business Analyst at Data Solutions Group (2.5 Years)

**Coursework:** Database Management, Web Development, Systems Analysis, Network Security

## CERTIFICATIONS

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- Certified ScrumMaster (CSM) 📅 2020
- Agile Certified Practitioner (PMI-ACP) 📅 2019

## TECHNICAL SKILLS

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- **Project Management Tools:** Jira, Trello, Asana
- **Documentation Tools:** Confluence, Microsoft Word, Google Docs
- **Communication Tools:** Slack, Zoom, Microsoft Teams
- **Data Visualization:** Tableau, Power BI, QlikView
- **Programming Languages:** SQL, Python, R
- **Data Management Tools:** MySQL, Oracle, MongoDB
- **Design Tools:** Adobe XD, Figma, Sketch
- **Agile Frameworks:** Scrum, Kanban, Lean
- **Reporting Tools:** Crystal Reports, SSRS, Looker
- **Development Environments:** Visual Studio, IntelliJ IDEA, Jupyter Notebook

## PROFESSIONAL AFFILIATIONS

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- Member of the International Institute of Business Analysis (IIBA).
- Participant in local Agile meetups focusing on cross-industry best practices.

## 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