

Vivian Pearson

☎ (804) 555-2716 ✉ vivian.pearson@example.com 💼 linkedin.com/example/vivianpearson 📍 Richmond, VA 23220

SUMMARY

Recent Data Analytics graduate with supervised project experience turning sales, inventory, purchasing, fulfillment, and customer data into clear business reporting. Built Excel reporting packs, Power BI dashboards, Tableau views, SQL extracts, and reusable templates for simulated distribution environments. Worked with large datasets, including 42,000 records, while validating totals, reconciling source tables, documenting assumptions, and checking AI generated observations against verified calculations. Applied **pivot tables**, **VLOOKUP**, **XLOOKUP**, charts, formulas, Google Sheets, ERP data structures, CRM data structures, and inventory reporting methods. Presented findings about demand, **supplier performance**, stock risks, sales spikes, and warehouse activity in plain language for nontechnical audiences. Organized, accurate, and comfortable handling recurring reports, ad hoc questions, data quality checks, and cross functional analysis that supports practical business decisions.

EDUCATION

Bachelor's Degree in Data Analytics
Virginia Commonwealth University GPA: 0
Coursework: Statistics, SQL, Data Visualization, Business Intelligence, Supply Chain Analytics

2026
Richmond, VA

TECHNICAL SKILLS

- **Microsoft Excel:** Pivot tables, VLOOKUP, XLOOKUP, formulas, charts
- **Business Intelligence:** Power BI, Tableau, dashboards, formatted summaries
- **Query Languages:** SQL, selections, aggregations, source extraction
- **Spreadsheet Tools:** Google Sheets, Excel templates, validation checks
- **AI Analytics:** Microsoft Copilot, generative AI, prompt based insights
- **Data Quality:** Data cleaning, data validation, duplicate removal
- **Sales Reporting:** Sales trends, top products, customer trends, regional analysis
- **Inventory Analysis:** Stock levels, inventory turnover, slow moving items
- **Operations Reporting:** Warehouse throughput, order fulfillment, shipping metrics
- **Purchasing Analysis:** Supplier performance, purchase history, demand forecasting
- **Business Systems:** ERP data, CRM data, inventory software
- **Reporting Methods:** Totals, averages, comparisons, anomaly review

SKILLS

- Excel
 - SQL
 - Power BI
 - Tableau
- Google Sheets
 - Data cleaning
 - Data validation
 - Sales reporting
- Inventory reporting
 - Demand forecasting
 - Purchasing analysis
 - Ad hoc analysis
- Report automation
 - Data visualization
 - Stakeholder communication

EXPERIENCE

Distribution Data Analyst Capstone Student
Capstone Project

January 2026 - September 2026
Richmond, VA

Supported a simulated sports nutrition distributor through a supervised capstone focused on sales, warehouse, purchasing, inventory, and fulfillment reporting. Combined large source files, created recurring decision support outputs, and presented findings to faculty reviewers and student stakeholders.

- Combined 42,000 records into an organized dataset for distribution reporting and analysis
- Built Excel packs with **pivot tables**, **XLOOKUP**, **charts**, formulas, and reusable templates
- Created **Power BI** views for throughput, fulfillment, shipping, turnover, and slow moving items
- Wrote **SQL** extracts and validated **totals** against source tables before reporting findings
- Used **Microsoft Copilot** for formulas and summaries, then checked outputs against source data
- Presented supplier, demand, stock, and sales findings to a 12 person review audience

Sales and Inventory Reporting Student
University Project

September 2025 - December 2025
Richmond, VA

Analyzed a supervised retail distribution dataset for recurring sales, inventory, customer, and purchasing questions. Produced validated spreadsheet outputs, introductory dashboards, forecasting scenarios, and stakeholder style briefings that emphasized accuracy and repeatability.

- Analyzed 25,000 rows for product demand, **customer trends**, stock availability, and purchasing activity
- Cleaned duplicate records in Excel and **Google Sheets** using documented validation checks

- Reconciled product and supplier records with VLOOKUP, XLOOKUP, and **pivot tables**
- Built **Tableau** views and compared results with spreadsheet calculations for reporting consistency
- Modeled demand scenarios from historical sales and purchases while documenting forecast assumptions
- Delivered templates and briefings that made exceptions clear for nontechnical reviewers

Business Reporting and Systems Student

January 2025 - May 2025

Course Project

Richmond, VA

Completed supervised coursework connecting simulated ERP and CRM exports for business reporting. Structured source files, tested data quality, wrote SQL queries, built Power BI and Excel outputs, and documented repeatable reporting practices for multiple functions.

- Connected simulated ERP and CRM exports for customer, order, inventory, and supplier analysis
- Structured Excel source files and documented fields, missing identifiers, categories, and unusual values
- Used SQL selections and aggregations for order history, supplier activity, and stock questions
- Built **Power BI** and Excel summaries separating operational measures from sales measures
- Compared AI generated summaries with verified calculations and recorded unsupported observations
- Submitted versioned templates, validation notes, and a plain language business presentation

PROJECTS

Distribution Reporting Model 📅 2026

Created a distribution focused reporting model connecting sales, inventory, purchasing, warehouse throughput, fulfillment, and supplier measures. The work made operational patterns easier to review and helped explain stock risks, demand assumptions, and sales changes.

AI Assisted Analytics Workflow 📅 2026

Tested Microsoft Copilot and generative AI for formula drafting, report summaries, and pattern discovery. Each suggested insight was checked against validated calculations before inclusion in a final reporting package.

LEADERSHIP & AWARDS

- Dean's List, 2025 and 2026
- Business Analytics Capstone Recognition, 2026
- Academic Achievement Scholarship, 2025

CERTIFICATIONS

- Google Career Certificate, Data Analytics 📅 2026
- Microsoft Learn, Get Started Building with Power BI 📅 2026
- Coursera, Generative AI for Data Analysts 📅 2026

PROFESSIONAL AFFILIATIONS

- Data Analytics Student Association, Peer Workshop Volunteer, 2025 - 2026
- Campus Business Case Challenge, Team Participant, 2026
- Undergraduate Project Showcase, Student Presenter, 2026

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST