

# Sophia Mitchell

## Master Data Analyst

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### STRENGTHS

- 🗣️ **Effective Communication**  
Vinyl peers often sought my input for complex scenarios, facilitating smoother decision-making processes.
- 📊 **Analytical Skills**  
Developed sharp problem-solving abilities, resulting in actionable insights and improvements in data handling approaches.
- 👥 **Collaboration**  
My work often bridged gaps between departments, overcoming obstacles faced during cross-functional projects.
- 🔍 **Attention to Detail**  
Regularly analyzed data discrepancies, fostering a culture where every detail counts towards success.
- 🔄 **Adaptability**  
Adjusted quickly to evolving priorities, ensuring timely responses despite dynamic project requirements.

### SKILLS

SAP MM Data Governance  
Data Quality Standards  
Excel (Pivot Tables, Formulas)  
Supply Chain Management  
Cross-Functional Collaboration  
Purchasing Info Records  
Source Lists Data Cleansing  
Data Validation  
Distributed Work Environments  
SOP Development  
Auditing Practices

### SUMMARY

Detail-oriented Master Data Analyst with over 3 years managing material master data within SAP environments. Proficient in data governance, quality standards, and supply chain processes. Skilled in utilizing SAP MM and Excel tools to enhance data integrity and support procurement and finance teams. Recognized for improving data accuracy and efficiency through diligent auditing and collaboration with cross-functional teams, contributing to significant supply chain initiatives.

### EXPERIENCE

#### Master Data Analyst

Data Dynamics Inc. 📅 January 2021 - Present 📍 Chicago, IL

Manage end-to-end processes related to material master data in SAP while ensuring compliance. Utilize data governance practices effectively within the organization.

- Created and maintained comprehensive material master data in SAP while adhering to governance standards.
- Processed and validated master data requests according to established SOPs, leading to enhanced operational efficiency.
- Collaborated closely with supply chain, procurement, and finance teams to provide accurate, timely data support.
- Monitored and audited data quality consistently, implementing corrective actions to address any discrepancies.

#### Junior Data Analyst

Tech Solutions LLC 📅 June 2019 - December 2020 📍 Chicago, IL

Provided analytical support focused on data quality and management efforts, enhancing team communication for successful project outcomes.

- Assisted in managing master data across SAP, ensuring adherence to data accuracy and governance compliance.
- Supported creation of purchasing info records and source lists while maintaining data integrity.
- Employed Excel for data analysis tasks, improving overall data management processes.
- Collaborated with various departments to resolve data-related inquiries efficiently.

### LEADERSHIP & AWARDS

- Data Quality Excellence Award at Data Dynamics Inc. for outstanding contributions to improved data accuracy.
- Recognized by supply chain leadership for exemplary collaboration and initiative in addressing data challenges.

### EDUCATION

#### Bachelor's Degree in Data Analytics

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2019 📍 Chicago, IL

**Coursework:** Data Visualization, Database Management, Statistical Analysis, Data Mining

### CERTIFICATIONS

- SAP Certified Application Associate - SAP S/4HANA 📅 2022
- Introduction to Data Science Certificate 📅 2023

### TECHNICAL SKILLS

- **Data Tools:** SAP ECC, SAP S/4HANA, Oracle
- **Presentation Tools:** PowerPoint, Google Slides, Prezi

Problem Solving

Dataset Management

## LANGUAGES

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English Native

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Spanish Intermediate

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## MY CAREER

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● Master Data Analyst at Data Dynamics Inc. (5.3 Years)

● Junior Data Analyst at Tech Solutions LLC (1.5 Years)

- **Reporting Tools:** Tableau, Power BI, Microsoft Excel
- **Project Management Tools:** Trello, JIRA, Asana
- **Statistical Software:** R, Python, SAS
- **Database Management:** SQL, MySQL, MongoDB
- **Notification Systems:** Slack, Teams, Emailer
- **Cloud Platforms:** AWS, Azure, Google Cloud
- **Communication Tools:** Zoom, Microsoft Teams, Skype
- **File Sharing Services:** Dropbox, Google Drive, OneDrive

## PROFESSIONAL AFFILIATIONS

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- Member of Data Management Association, participating in knowledge sharing and industry best practices.
- Active contributor to local tech community events, focusing on data analytics innovation.

## 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