



Sophia Mitchell

Master Data Analyst

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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.

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

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
- Reporting Tools:** Tableau, Power BI, Microsoft Excel

Distributed Work Environments

SOP Development

Auditing Practices

Problem Solving

Dataset Management

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



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

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

- **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

- 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

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

REFERENCES

AVAILABLE ON REQUEST