






Sophia Mitchell

Operations Data Analyst

 (312) 555-0198  sophia.mitchell@email.com  linkedin.com/in/sophiamitchell  450 West Adams St, Chicago, IL 60606



STRENGTHS

-  **Analytical Thinking**
Consistently recognized for translating complex data into understandable reporting formats, enabling effective business decisions.
-  **Team Collaboration**
Regularly sought by peers for consensus-building on projects, positively influencing group dynamics.
-  **Tool Proficiency**
Excel and Power BI expertise often leads to leadership appointments during critical data analysis projects.
-  **Communication Skills**
Able to break down intricate analyses into clear narratives, simplifying complex insights for impactful presentations.
-  **Process Improvement**
Pioneered multiple workflow enhancements that significantly increased data handling speed and output quality within teams.

SKILLS



Power BI SQL Python Excel
Tableau Data Analysis
Business Intelligence Supply Chain
Dashboard Development
Reporting Tools Data Management
Predictive Modeling
Statistical Analysis
Data Visualization
Inventory Management
Project Coordination

SUMMARY

Detail-oriented Operations Data Analyst with over 6 years of experience in data analytics and business intelligence. Proficient in Power BI, Excel, and SQL, with a solid understanding of supply chain processes and data governance principles. Committed to delivering actionable insights that drive operational improvements and strategic decision-making. Adept at collaborating with cross-functional teams to enhance data visibility and reporting consistency. Experienced in developing analytical models and dashboards that facilitate effective demand planning and inventory management. Passionate about leveraging emerging technologies, including AI, to optimize business performance and automate reporting processes.

EXPERIENCE



Operations Data Analyst

TechnoMetrics Inc.  January 2019 - Present  Chicago, IL

Focus on driving data-informed decisions across diverse operational areas, including demand planning and logistics. Responsible for delivering accurate reporting and insightful analytics to improve overall performance.

- Deliver timely reports that enhance operational efficiency.
- Enhance reporting dashboards using Power BI while ensuring data reliability.
- Collaborate with cross-functional teams to identify analytical needs.
- Develop analytical models that support consistent tracking of performance metrics.



Business Intelligence Analyst

Insightful Analytics Group  June 2016 - December 2018  Chicago, IL

Provided analysis and intelligence solutions to inform business strategies and operations. Maintained data integrity and worked closely with stakeholders to meet analytic demands.

- Created engaging dashboards that visualized complex datasets for easier conclusions.
- Worked diligently with various departments to ensure their reporting needs were met.
- Streamlined workflows that improved data collection and analysis processes.
- Conducted training sessions on data tools like Tableau and SQL.

Data Analyst Intern

Analytics Co.  May 2015 - August 2015  Remote

Gained practical experience assisting full-time analysts with data tasks and project initiatives within a fast-paced environment.

- Supported the development of dynamic reports to reflect departmental KPIs.
- Participated in data validation efforts to ensure accuracy before dissemination.
- Interacted regularly with senior analysts to refine reporting tools.
- Assisted in ad-hoc analysis to determine best practices.

LEADERSHIP & AWARDS

- Employee of the Month for outstanding data reporting work in April 2021.
- Recipient of the Innovation Award for implementing AI solutions that optimized operations in November 2022.

EDUCATION

Bachelor's Degree in Business Administration

University of Illinois Chicago  GPA: 3.8  2016  Chicago, IL

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Operations Data Analyst at TechnoMetrics Inc. (7.3 Years)

● Business Intelligence Analyst at Insightful Analytics Group (2.5 Years)

● Data Analyst Intern at Analytics Co. (3 Months)

Coursework: Statistics, Data Visualization, Supply Chain Management, Information Systems

Master's Degree in Data Analytics

University of Illinois Chicago 🎓 GPA: 3.7 📅 2018 📍 Chicago, IL

Coursework: Data Mining, Predictive Analytics, Database Management, Big Data Technologies

CERTIFICATIONS

- Certified Business Analysis Professional (CBAP) 📅 2020
- Tableau Desktop Specialist 📅 2021

TECHNICAL SKILLS

- **Data Management Tools:** MySQL, Oracle, Microsoft SQL Server
- **Reporting Tools:** Tableau, Power BI, Google Data Studio
- **Programming Languages:** Python, R, SQL
- **Data Processing Tools:** Excel, Python Pandas, RStudio
- **Statistical Software:** SAS, SPSS, Excel
- **Big Data Technologies:** Hadoop, Spark, Hive
- **Version Control Systems:** Git, GitHub, Bitbucket
- **Visualization Libraries:** Matplotlib, Seaborn, D3.js
- **AI & Machine Learning Tools:** TensorFlow, Scikit-Learn, Keras
- **Collaboration Platforms:** Slack, Trello, Asana

PROFESSIONAL AFFILIATIONS

- Member of the Chicago Data Analysts Network, fostering collaboration among local professionals.
- Active participant in the Women in Technology mentorship program, encouraging diversity in STEM.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST