



# Sophia Matthews

## Senior Institutional Research Data Analyst

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### STRENGTHS

- ★ **Detail-oriented**  
Gifted in fostering accuracy and thoroughness when dealing with large data sets.
- 👥 **Collaborative Team Player**  
Engaged effectively with various departments, streamlining partnerships that enhanced project outcomes.
- 💡 **Analytical Thinker**  
Comfortable navigating challenges and finding solutions within complex datasets, driving informed decisions.
- 💬 **Communication Skills**  
Skilled at sharing insights clearly, bridging data gaps between technical teams and non-technical stakeholders.
- 🔧 **Proactive Problem Solver**  
Correspondingly resolved issues before escalating them, increasing overall operational efficiency.

### SKILLS

- Data Analysis SQL
- Data Visualization
- Research Methodology
- Statistical Reporting
- Data Management Data Validation
- Collaboration Reporting
- Problem Solving
- Communication Skills
- Project Management Data Integrity
- Auditing Presentation Skills

### SUMMARY

Data analyst with over 4 years of experience specializing in data integrity and analytics within healthcare. Proficient in SQL, data validation, and reporting while effectively communicating findings to stakeholders. A proven track record includes enhancing data management processes, leading strategic initiatives through detailed data analysis, and collaboration across departments. Recognized for a commitment to maintaining data accuracy and compliance in dynamic settings. Keen attention to detail fosters confidence in presenting complex information clearly and succinctly, influencing organizational decision-making positively.

### EXPERIENCE

#### Senior Data Analyst

Bright Health Insights 📅 January 2021 - Present 📍 Chicago, IL

Oversaw data analysis projects, ensuring accuracy and compliance in reporting crucial for strategic planning. Collaborated with cross-functional teams to identify needs, enhancing workflow and collection processes. Conducted audits, resolving discrepancies that uphold high standards. Developed statistical reports, enabling leadership to make informed decisions essential for business success.

- Ensured data accuracy, completeness, integrity, and compliance across platforms.
- Managed data collection, validation, and analysis for strategic plans.
- Prepared actionable reports for upper management and stakeholders.
- Collaborated closely with IT to test new tools improving performance.

#### Data Analyst

Health Analytics Group 📅 June 2018 - December 2020 📍 Chicago, IL

Supported comprehensive data collection and validation efforts adhering to research methodology standards essential for operational excellence. Analyzed complex data sets, providing insightful findings that were shared with internal stakeholders. Improved transparency through developed documentation surrounding data management procedures.

- Analyzed historical data trends to aid in setting future goals.
- Facilitated accreditation data initiatives, aiding successful outcomes.
- Maintained detailed logs relating to data management for compliance checks.
- Engaged in team efforts that streamlined data reporting processes.

### LEADERSHIP & AWARDS

- Recognized by peers for support on data-driven decision-making innovations.
- Awarded 'Excellence in Data Management' at Bright Health Insights.

### EDUCATION

#### Master's Degree in Data Analytics

University of Illinois at Chicago 🎓 GPA: 3.9 📅 2018 📍 Chicago, IL

**Coursework:** *Statistics, Data Analysis, Research Methods, Database Management*

### CERTIFICATIONS

- Certified Data Management Professional (CDMP) 📅 2020
- SQL Fundamentals Certification 📅 2019

### TECHNICAL SKILLS

- **Database Tools:** SQL Server, MySQL, PostgreSQL
- **Data Visualization Tools:** Tableau, Power BI, Excel

## LANGUAGES

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English Native

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Spanish Intermediate

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## MY CAREER

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- Senior Data Analyst at Bright Health Insights (5.3 Years)
- Data Analyst at Health Analytics Group (2.5 Years)

- **Statistical Analysis Software:** R, SAS, SPSS
- **Project Management Tools:** Trello, Asana, JIRA
- **Communication Tools:** Slack, Microsoft Teams, Zoom
- **Reporting Tools:** Crystal Reports, Google Data Studio, SSRS
- **Cloud Computing Platforms:** AWS, Google Cloud, Microsoft Azure
- **Development Tools:** Git, GitHub, Bitbucket
- **Compliance Tools:** HIPAA Compliance Software, JAD Software
- **Quality Assurance Tools:** Unit Testing, Integration Testing, Regression Testing

## PROFESSIONAL AFFILIATIONS

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- Member of Data Management Association (DAMA).
- Active participant in local analytics meetups.

## 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