

# Sophia Reynolds

## Senior Master Data Analyst

(312) 555-9876 sophia.reynolds@example.com linkedin.com/in/sophiareynolds 4567 Elm St, Chicago, IL 60616

### STRENGTHS

- ✓ **Data Governance Advocate**  
Encouraged adoption of best practices that enhanced data quality across multiple departments.
- 💡 **Analytical Thinker**  
Consistently identified root causes behind data discrepancies, facilitating swift resolution.
- 👥 **Team Collaborator**  
Became a trusted resource for peers during challenging data analysis tasks, promoting teamwork.
- ⚙️ **Process Improver**  
Introduced streamlined workflows leading to increased efficiency in data management functions.
- 🗨️ **Effective Communicator**  
Addressed complex data issues in straightforward terms, boosting team collaboration.

### SKILLS

Master Data Management

ERP Systems Data Analysis

Power BI Excel

Supply Chain Operations

Data Governance

Process Improvement

### LANGUAGES

English Native

Spanish Intermediate

### SUMMARY

Focused master data management professional with over six years of experience dedicated to enhancing data quality and process improvement. Skilled in managing data within ERP environments such as SAP and BlueYonder, collaborating effectively with cross-functional teams to ensure high data accuracy. Adept at analyzing discrepancies and driving corrective actions, committed to leveraging expertise in Power BI and Excel for insightful reporting. Proven success in maintaining supplier, customer, and BOM data integrity while supporting inventory management efforts. Eager to contribute to a team that values collaboration and continuous improvement.

### EXPERIENCE

#### Senior Master Data Analyst

Data Solutions Group 📅 January 2021 - Present 📍 Chicago, IL

Lead responsibilities in master data creation and maintenance across various ERP systems. Focused on ensuring reliability of supplier, customer, and BOM data through meticulous management processes.

- Managed high levels of SKU data accuracy by streamlining setup and lifecycle alignment.
- Conducted audits and regular data cleansing activities, preserving quality standards and compliance.
- Collaborated with procurement teams on vendor data validation, speeding up onboarding.
- Developed detailed reports and dashboards using Power BI to track master data trends.

#### Master Data Analyst

Tech Innovations LLC 📅 June 2018 - December 2020 📍 Chicago, IL

Oversaw customer and supplier data maintenance, ensuring consistent operational workflows aligned with business operations. Drove process improvements related to data governance standards.

- Implemented effective data validation measures, resolving discrepancies swiftly.
- Supported product development by establishing timely setups for new SKUs.
- Facilitated improved procurement processes through transparent data handling.
- Engaged with teams to enhance data accuracy, contributing significantly to operational goals.

#### Data Analyst Intern

University Project 📅 September 2016 - May 2017 📍 Remote

Played an instrumental role in data analysis projects, focusing on supply chain efficiency and academic research endeavors to solidify theoretical knowledge through hands-on experience.

- Analyzed datasets to produce actionable insights aiding academic publications.
- Worked collaboratively with peers to present findings in clear, compelling formats.
- Assisted in the design of data collection methodologies improving study outcomes.
- Developed slides and reports summarizing impactful data analysis for presentations.

### LEADERSHIP & AWARDS

- Certified Data Management Professional (CDMP), 2023
- SAP Certified Application Associate, 2022

### EDUCATION

#### Bachelor's Degree in Data Management

University of Illinois 🎓 GPA: 3.7 📅 2017 📍 Chicago, IL

**Coursework:** Data Analysis, Supply Chain Management, Database Management, Statistics

### CERTIFICATIONS

- Certified Data Management Professional (CDMP) 📅 2023
- SAP Certified Application Associate 📅 2022

## MY CAREER

---



- Senior Master Data Analyst at Data Solutions Group (5.3 Years)
- Master Data Analyst at Tech Innovations LLC (2.5 Years)
- Data Analyst Intern at University Project (8 Months)

## TECHNICAL SKILLS

---

- **Data Management Tools:** SAP, Oracle, BlueYonder
- **Reporting Tools:** Power BI, Tableau
- **Database Technologies:** SQL Server, MySQL
- **Statistical Software:** R, Python
- **Collaboration Tools:** Microsoft Teams, Slack
- **Spreadsheet Applications:** Excel, Google Sheets
- **Workflow Tools:** JIRA, Trello
- **Data Visualization:** Tableau, Microsoft Power Pivot
- **Inventory Management Systems:** Oracle Inventory, SAP MM
- **Auditing Tools:** SAP Audit Management, ACL

## PROFESSIONAL AFFILIATIONS

---

- Member of the National Association of Data Professionals since 2019.
- Active participant in local data governance meetups to exchange best practices.

## ADDITIONAL INFORMATION

---

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

## REFERENCES

---

AVAILABLE ON REQUEST