

# Matthew Thompson

## Technical Data Analyst

📞 (312) 555-0198

✉️ matthew.thompson@example.com

🌐 linkedin.com/in/matthewthompson

📍 456 Walnut St, Chicago, IL 60614

### STRENGTHS

- 💡 **Analytical Thinking**  
Skilled at dissecting large datasets to extract meaningful insights, leading to informed decision-making.
- 🗣️ **Effective Communication**  
Established strong rapport with clients and stakeholders, enabling smooth implementations of data-driven strategies.
- 👥 **Technical Leadership**  
Guided teams through the complexities of data technologies, solidifying successful project outcomes.
- 🔧 **Problem-Solving**  
Identified key issues from data anomalies, offering timely solutions that fortify operational objectives.
- ☰ **Project Management**  
Streamlined data projects through structured planning, successfully juggling multiple priorities without sacrificing quality.

### SKILLS

Data Analysis Power BI AI Tools

Data Profiling Report Generation

Statistical Analysis

Stakeholder Engagement

Data Integrity Project Management

Reporting Strategies

Problem Identification

Risk Assessment Communication

Data Visualization

Compliance Management

Team Collaboration

### SUMMARY

Detail-oriented Technical Data Analyst with over five years of experience in data analysis and compliance within claims environments. Proficient in leveraging tools such as Power BI and AI data profiling software to deliver actionable insights and support decision-making processes. Demonstrated ability to manage complex data projects effectively, ensuring accuracy and data integrity while collaborating with cross-functional teams. Skilled in building relationships with both internal and external stakeholders, focusing on meeting business needs and enhancing operational efficiency. Strong commitment to continuous professional development and staying abreast of industry trends. Eager to contribute analytical skills and a customer-first mindset in a dynamic work environment.

### EXPERIENCE

#### Technical Lead

Data Solutions Corp 📅 May 2021 - Present 📍 Chicago, IL

- Lead claims data solutions team in developing reporting strategies and data visualizations. Manage projects and ensure delivery aligns with business goals while mentoring team members.
- Analyze claims data across multiple platforms, highlighting trends that inform management decisions.
  - Generate comprehensive reports for stakeholders, supporting compliance initiatives and audit preparations.
  - Collaborate closely with IT teams, promoting best practices for data management and security.
  - Mentor junior analysts, encouraging collaboration and professional growth within the team.

#### Data Analyst

Insight Analytics Group 📅 June 2019 - April 2021 📍 Remote

- Focused on claims data, extracting insights to enhance profitability and assist in risk assessments. Worked directly with clients to refine analytics output.
- Performed detailed data profiling, providing actionable insights to senior management and clients.
  - Managed multiple analytics projects simultaneously while maintaining high standards of quality.
  - Developed visual dashboards using Power BI, facilitating data interpretation for non-technical stakeholders.
  - Participated in cross-department meetings, fostering strong communication channels with all relevant parties.

#### Junior Data Analyst

Alpha Tech Insights 📅 May 2016 - May 2019 📍 Chicago, IL

- Provided support in data gathering and reporting processes within a fast-paced environment. Enhanced team productivity through effective organization and project management.
- Assisted in the creation of compliance and audit reports, strengthening the organization's adherence to regulations.
  - Supported senior analysts by synthesizing data and creating presentations for client meetings.
  - Streamlined data collection workflows, improving overall team efficiency.
  - Engaged deeply with data analysis tasks, establishing a foundation for future advanced analytics roles.

### PROJECTS

#### Claims Visualization Dashboard 📅 January 2023

Created a reporting dashboard for monitoring claims trends, significantly improving data accessibility for managers and stakeholders. This tool enhanced our response rate to compliance inquiries.

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



- Technical Lead at Data Solutions Corp (5 Years)
- Data Analyst at Insight Analytics Group (1.8 Years)
- Junior Data Analyst at Alpha Tech Insights (3 Years)

## Compliance Reporting Enhancement 📅 May 2022

Led an initiative to upgrade compliance reporting methods, resulting in reduced errors and improved underwriting processes. The team recognized the positive impact this had on regulatory relations.

## LEADERSHIP & AWARDS

- Excellence in Data Insights Award, 2023
- Leadership Recognition for Project Management, 2021

## EDUCATION

### Master's Degree in Data Analytics

University of Illinois 🎓 GPA: 3.85 📅 2020 📍 Chicago, IL

**Coursework:** *Advanced Data Mining, Statistical Analysis, Predictive Modeling, Database Management*

### Bachelor's Degree in Computer Science

University of Illinois 🎓 GPA: 3.75 📅 2018 📍 Chicago, IL

**Coursework:** *Programming Fundamentals, Algorithms, Data Structures, Software Engineering*

## CERTIFICATIONS

- Certified Data Management Professional 📅 2021
- Power BI Certification 📅 2020

## TECHNICAL SKILLS

- **Data Visualization Tools:** Power BI, Tableau, Google Data Studio
- **Database Languages:** SQL, NoSQL, PL/SQL
- **Data Analysis Tools:** Excel, R, Python
- **AI Tools:** TensorFlow, RapidMiner, Alteryx
- **Collaboration Tools:** Slack, Microsoft Teams, JIRA
- **Documentation Software:** Confluence, SharePoint, MS Office Suite
- **Statistical Analysis Tools:** SAS, SPSS, MATLAB
- **Data Governance Frameworks:** DAMA-DMBOK, COBIT, ITIL
- **Process Improvement Methodologies:** Lean Six Sigma, Agile, Waterfall
- **Web Analytics Tools:** Google Analytics, Adobe Analytics, Mixpanel

## PROFESSIONAL AFFILIATIONS

- Member of the National Association of Data Professionals
- Volunteer Data Analyst for Local Non-Profit Services

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST