



Sophia Mitchell

Business Intelligence Data Analyst

☎ (312) 555-6723 ✉ sophia.mitchell@example.com

🌐 linkedin.com/in/sophiamitchell 📍 456 Willow St, Chicago, IL 60614

SUMMARY

Detail-oriented Business Intelligence Data Analyst with over four years in developing analytical datasets and reporting solutions. Specialized in leveraging SQL and Power BI to derive insights driving operational and strategic decision-making. Proven track record of creating effective data models and dashboards that enhance user experience and decision support. Skilled collaborator with cross-functional teams, adept at gathering requirements and delivering actionable business intelligence solutions. Demonstrated ability to communicate complex technical concepts simply to diverse stakeholders. Committed to staying abreast of industry trends and analytics best practices.

EXPERIENCE

Business Intelligence Data Analyst

Data Insight Solutions 📅 June 2021 - Present 📍 Chicago, IL

This role focuses on developing analytical datasets, designing dashboards, and generating reporting solutions that support operational and strategic decisions.

- Developed and optimized analytical datasets using SQL Server and Oracle databases, enhancing overall operational efficiency.
- Designed and maintained semantic data models that support intuitive Power BI dashboards for improved user access.
- Built and supported Power BI reports for various initiatives, significantly improving reporting accuracy.
- Collaborated closely with stakeholders to clarify business requirements, delivering actionable BI solutions that streamline decision processes.

Junior Data Analyst

Tech Solutions Group 📅 July 2019 - May 2021 📍 Chicago, IL

Assisted with developing reporting tools and dashboards, focused on improving data visibility and support for decision-making.

- Contributed to the creation of reporting tools that improved accessibility and visibility of critical data.
- Conducted analysis and prepared detailed reports to facilitate operational decision-making.
- Worked alongside senior analysts to gather requirements, ensuring compatibility with business needs.
- Provided insights into business intelligence practices, contributing to team goals and knowledge sharing.

LEADERSHIP & AWARDS

- Recognized for the successful implementation of a new reporting framework leading to accurate operational insights.
- Awarded 'Employee of the Month' twice for outstanding teamwork and contributions to project successes.

EDUCATION

Bachelor's Degree in Data Analytics

University of Illinois at Chicago 🎓 GPA: 3.8 📅 2019 📍 Chicago, IL

Coursework: Statistics, Data Visualization, Database Management, Project Management

CERTIFICATIONS

- Microsoft Certified: Data Analyst Associate 📅 2022
- SQL Certification 📅 2021

STRENGTHS

- 👥 **Collaborative Problem Solving**
Fostered strong partnerships by drawing out stakeholder input, ensuring tailored information delivery. Team members relied on my insights for clarity.
- 📊 **Analytical Skills**
Applied analytical methodologies consistently across projects, resulting in clearer insights for leaders with complex summaries being transformed into actionable strategies.
- 👁️ **Data Visualization Expertise**
Transformed raw data into easily digestible visual reports, facilitating prompt executive decision-making based on comprehensive dashboards.
- 🗣️ **Technical Communication**
Simplified technical jargon effectively, ensuring varied understanding levels were fully addressed whenever insights were shared across departments.
- ✅ **Attention to Detail**
Maintained accuracy in data handling and reporting, even as complexity increased, reinforcing trust among cross-departmental teams for ongoing projects.

SKILLS

Power BI SQL DAX

ETL frameworks Data Modeling

Data Visualization

Business Intelligence

Reporting Solutions

Analytical Problem-Solving

Dashboard Development

Data Validation Quality Assurance

Semantic Data Models

User Access Controls

Cross-Functional Collaboration

Stakeholder Engagement

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Business Intelligence Data Analyst at Data Insight Solutions (4.9 Years)

● Junior Data Analyst at Tech Solutions Group (1.8 Years)

TECHNICAL SKILLS

- **Databases:** SQL Server, Oracle Database, MySQL
- **Reporting Tools:** Power BI, Tableau, SSRS
- **Analysis Techniques:** Data Mining, Statistical Analysis, Predictive Modelling
- **ETL Tools:** SSIS, Talend, Informatica
- **Project Management:** JIRA, Confluence, Microsoft Project
- **Development Environments:** VS Code, GitHub, RStudio
- **Programming Languages:** Python, R, JavaScript
- **Business Intelligence Strategies:** OLAP, KPI Tracking, Dashboard Design
- **Security Standards:** GDPR, CCPA, HIPAA compliance
- **Data Governance:** Data Stewardship, Data Quality Management, Metadata Management

PROFESSIONAL AFFILIATIONS

- Member of the Chicago Data Science Community, actively participating in local meetups to exchange insights and techniques.
- Volunteer mentor for students pursuing careers in data analytics, helping foster talent and community connections.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST