

# Sophia Martinez

☎ (630) 555-0123 ✉ sophia.martinez@example.com

🌐 linkedin.com/in/sophiamartinez 📍 4567 Oakwood Ln, Naperville, IL 60540



## SUMMARY

Detail-oriented Data Analyst with over two years of experience specializing in financial analysis and supply chain operations. Proven record in utilizing advanced Excel techniques for data reporting and analyses, emphasizing continuous improvement in financial processes. Demonstrated ability to collaborate across teams, adeptly identifying inconsistencies within vast datasets which directly enhance operational effectiveness. Familiar ERPs and data visualization tools allow the drive for deeper insights. Eager to contribute skills to a dynamic team environment, dedicated to achieving collective goals through innovation and analytical rigor.

## EXPERIENCE

### Data Analyst

March 2021 - Present

Tech Innovations Group

Chicago, IL

Responsibilities include conducting precise financial analyses and supporting supply chain finance activities alongside timely reporting to stakeholders.

- Collaborate effectively with finance and operations teams to streamline processes.
- Utilize Microsoft Excel for detailed data analyses employing advanced features like pivot tables.
- Norming financial discrepancies within large datasets, prioritizing resolve efforts leveraging cross-functional interaction.
- Drive process enhancement initiatives ensuring operational accuracy and efficiency.

### Junior Data Analyst

January 2020 - February 2021

Data Solutions Inc.

Schaumburg, IL

Assisted in critical data collection and analysis to support comprehensive financial reporting throughout the organization.

- Reviewed sales orders and financial transactions aiding in data integrity.
- Created and managed dashboards in Excel for project management reviews.
- Supported team members in resolving coding errors leading to accelerated report generation.
- Engaged with varied departments promoting analytic clarity and shared understanding.

## LEADERSHIP & AWARDS

- Excellence in Team Collaboration Award, 2023
- Data Analytics Competency Certification, 2022

## EDUCATION

### Associate of Applied Science in Data Analytics

2019

College of DuPage GPA: 3.8

Naperville, IL

**Coursework:** Data Visualization, Statistical Analysis, Database Management, Financial Analysis

## CERTIFICATIONS

- Microsoft Excel Certification 📅 2022
- Data Analytics Fundamentals Certificate 📅 2021

## TECHNICAL SKILLS

- **Software Skills:** Microsoft Excel, Power BI, ERP Systems
- **Communication Tools:** Slack, Zoom, Teams
- **Analytical Tools:** Tableau, Python, SQL
- **Reporting Tools:** Google Data Studio, SPSS, Jupyter Notebook
- **Database Management:** MySQL, Microsoft Access, Oracle DB
- **Project Management Tools:** Asana, Trello, Monday.com
- **Data Cleaning Tools:** OpenRefine, Trifacta, Alteryx
- **Version Control:** Git, Subversion, Bitbucket
- **Data Storage Solutions:** AWS S3, Google Cloud, Azure Storage
- **Team Collaboration:** Confluence, Miro, Notion

SKILLS

- Data Analysis
- Financial Reporting
- Microsoft Excel
- Power BI
- ERP Systems (SAP)
- Problem Solving
- Process Improvement
- Collaboration
- Adaptability
- Detail Orientation
- Reporting Excellence
- Statistical Analysis
- Dashboard Development
- Project Management
- Operational Efficiency
- Cross-Functional Engagement

PROFESSIONAL AFFILIATIONS

- Member, National Association of Data Analysts
- Volunteer, Local Food Bank Data Initiative

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST