

Neha Mckinney

📞 (401) 555-6842 ✉️ neha.mckinney@example.com 💼 linkedin.com/example/nehamckinney 📍 Providence, RI 02903

SUMMARY

Data and performance analyst with five years supporting affordable housing, rental assistance, and public sector operations through reliable **data management**, reporting, **quality assurance**, and **policy analysis**. Builds SQL queries, Snowflake datasets, Power BI dashboards, Tableau visualizations, GIS analyses, and statistical models that help leaders make informed operational decisions. Experience includes validating administrative records, establishing benchmarks, reviewing policy implementation, improving reporting processes, and supporting housing **information systems**. Communicates findings clearly through presentations, documentation, and practical guidance for technical and nontechnical audiences. Works effectively with program teams, housing agencies, community partners, software vendors, and policy stakeholders. Brings sound judgment, organized follow through, and a service focused approach that turns complex program information into useful action.

EXPERIENCE

Data and Performance Analyst

July 2024 - Present

HarborPoint Community Housing

Providence, RI

Directs analytics for rental assistance operations, supporting voucher utilization, applicant activity, payment records, service outcomes, reporting systems, and program decisions. Partners with program leaders, vendors, and internal users while improving data reliability, policy review, staff capability, and operational insight.

- Maintained **SQL** and **Snowflake** datasets for rental assistance operations, supporting dependable program decisions.
- Built Power BI reports with shared definitions and checks for caseload and **compliance** monitoring.
- Created reusable SQL queries for leadership, policy teams, and community partners, clarifying program implications.
- Established validation routines across warehouse tables, resolving inconsistent identifiers before recurring reporting cycles.
- Reviewed policy changes through **quality assurance** audits, documenting gaps for corrective program follow up.
- Coordinated vendor enhancements, tested **reporting** changes, and trained staff on Power BI interpretation.

Program Data Analyst

June 2022 - June 2024

Greenway Housing Collaborative

Worcester, MA

Managed reporting data for affordable housing and rental support programs, combining application, eligibility, subsidy, service, and geographic records. Supported recurring reporting, research, stakeholder requests, staff guidance, benchmark development, and **data quality** improvements across operational and external partnerships.

- Reconciled application, eligibility, subsidy, and service records before monthly performance reporting.
- Used SQL, Excel, Access, and **Tableau** for dashboards supporting **program monitoring** and stakeholder requests.
- Combined administrative records with **GIS mapping** to explain geographic **access** and service demand.
- Defined recurring benchmarks and documentation, enabling consistent comparisons across reporting periods.
- Reviewed queries and reports, correcting logic defects and improving interpretation guidance for staff.
- Provided **technical assistance** on data entry, report use, and quality standards to program partners.

Junior Data Analyst

October 2021 - May 2022

Bay State Policy Research Center

Springfield, MA

Prepared public program datasets for housing and community policy studies, supporting reproducible analysis, **research** requests, program evaluation, and accessible communication. Documented data definitions, statistical methods, limitations, and HUD guidance for senior analysts and program stakeholders.

- Validated housing study datasets in Excel and **R** using documented, reproducible preparation steps.
- Joined administrative records with SQL, checking counts and field definitions before releasing analysis files.
- Created Tableau visuals and **PowerPoint** briefings that made statistical findings accessible to stakeholders.
- Supported **program evaluation** assignments in R and **Stata**, documenting methods and analytical limitations.
- Maintained data dictionaries and query notes, clarifying source fields and **reporting** definitions.
- Summarized HUD housing data standards for analysts evaluating rental assistance datasets.

PROJECTS

Rental Assistance Performance Dashboard 📅 2024

Built a reporting concept that brought caseload, processing, compliance, and benchmark views together. Clear definitions helped program users ask better questions and act with confidence.

Housing Access Mapping Study 📅 2023

Combined administrative records with GIS mapping to show geographic demand and access patterns. Findings gave program staff a clearer starting point for service planning.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable rental assistance reporting and clear policy analysis.
- Selected by peers as a trusted resource for data quality questions and reporting guidance.
- Led practical staff learning sessions on Power BI, data interpretation, and reporting standards.

EDUCATION

Bachelor of Science in Statistics2021

University of Rhode Island GPA: 0Kingston, RI

Coursework: Statistical analysis, database systems, research methods, program evaluation

CERTIFICATIONS

- Microsoft Certified: Power BI Data Analyst Associate 📅 2025
- Tableau Desktop Specialist 📅 2023
- Rhode Island Driver's License 📅 2026

TECHNICAL SKILLS

- **Database Systems:** SQL, Snowflake, Microsoft Access
- **Business Intelligence:** Power BI, Tableau, recurring reports
- **Statistical Software:** R, RStudio, Stata
- **Microsoft Office:** Excel, Word, PowerPoint, Outlook
- **Data Management:** Data validation, data dictionaries, warehouse tables
- **Reporting Development:** Reusable queries, dashboards, presentations
- **Geographic Analysis:** GIS mapping, geographic access, service areas
- **Program Evaluation:** Policy analysis, research analysis, statistical analysis
- **Quality Assurance:** Data audits, implementation reviews, quality checks
- **Housing Data:** Rental assistance, voucher data, HUD standards
- **Information Systems:** Housing systems, operational systems, data warehouses
- **Stakeholder Tools:** Vendor coordination, technical assistance, staff training

SKILLS

- SQL
 - Snowflake
 - Power BI
 - Tableau
- R
 - RStudio
 - Stata
 - Microsoft Excel
- Microsoft Access
 - GIS mapping
 - Query design
 - Statistical analysis
- Program evaluation
 - Quality assurance
 - Policy analysis

PROFESSIONAL AFFILIATIONS

- National Association of Housing and Redevelopment Officials, professional member.
- American Statistical Association, professional member.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST