



Jolene Beard

Senior Facilities Analytics Analyst

☎ (610) 555-4827 ✉ jolene.beard@example.com

🌐 linkedin.com/example/jolenebeard 📍 Allentown, PA 18102

SUMMARY

Senior facilities analytics professional with eight years supporting enterprise **facilities management**, asset management, risk, compliance, and engineering teams through governed data and business intelligence. Builds Power BI dashboards, Tableau visualizations, heatmaps, executive reports, and analytical models that turn property, asset, interruption, and risk information into practical decisions. Experienced with Power Apps, **Microsoft Forms**, Excel, Smartsheet, cloud connected data environments, GRC platforms, and external data ingestion. Defines requirements from ambiguous datasets, improves data quality, maintains global property attributes, and establishes reporting governance that supports consistent architecture. Partners with service providers, digital teams, data science groups, **project delivery**, **corporate real estate**, and senior leaders. Strong statistical reasoning and clear communication support sound program scoping, reliable reporting, and informed facilities decisions.

EXPERIENCE

Senior Facilities Analytics Analyst

Apex Property Intelligence 📅 May 2024 - Present 📍 Allentown, PA

Leads analytics for a multi region facilities portfolio, supporting governed property, asset, interruption, risk, and compliance data. Partners with facilities, real estate, project delivery, service providers, and senior stakeholders on reporting, ingestion, governance, and annual program scoping.

- Integrated property, asset, interruption, risk, and **compliance data** into governed enterprise datasets
- Built **Power BI heatmaps** for quarterly reviews, clarifying facility risks for senior leaders
- Defined ambiguous source requirements and created remediation roadmaps for **reporting** quality
- Validated service provider ingestion mappings within cloud connected **risk and compliance** workflows
- Governed global property attributes across acquisitions, sites, and project delivery records
- Shaped annual **program scoping** with facilities, real estate, and external delivery partners

Facilities Data Analyst

Keystone Engineering Analytics 📅 March 2022 - April 2024 📍 Bethlehem, PA

Supported engineering and facilities programs through **business intelligence**, workflow standardization, statistical analysis, GRC reporting, and cloud connected feeds. Prepared clear briefings for managers and partnered with service providers and data teams through testing and production delivery.

- Built Power BI and **Tableau** reporting for **engineering** and facilities program reviews
- Standardized field intake through **Power Apps** and **Microsoft Forms** workflows
- Applied descriptive **statistics** to maintenance, risk, and asset trend analysis
- Reconciled facility records with compliance evidence for GRC reporting cycles
- Tested cloud connected reporting feeds with service providers and data teams
- Explained analytical assumptions and limitations during engineering manager briefings

Asset Management Analyst

Harborstone Asset Services 📅 July 2020 - February 2022 📍 Philadelphia, PA

Analyzed commercial property assets, maintenance records, condition information, and risk indicators. Maintained reliable asset registers, coordinated third party exchanges, standardized identifiers, and presented findings that supported maintenance and capital planning decisions.

- Analyzed asset inventories and condition records for commercial property programs
- Reconciled duplicate and missing records within **Excel** asset registers
- Created visual summaries of condition, work history, and risk indicators
- Validated third party file completeness during recurring data exchanges
- Standardized property identifiers across facilities, project, and financial reference data

STRENGTHS



Quiet data stewardship

Found duplicate property records before review, giving leaders cleaner information and teams fewer follow up questions.



Practical visualization

Turned dense asset and risk records into readable dashboards, and managers began using them during routine decisions.



Calm ambiguity handling

When source definitions conflicted, documented assumptions first and built a workable path for reliable reporting.



Partner coordination

Worked patiently with service providers on ingestion issues, helping external teams become dependable reporting partners.



Clear statistical judgment

Used trend analysis and descriptive statistics to separate meaningful facility signals from ordinary reporting noise.

SKILLS

Power BI Data management Excel

Data visualization Power Apps

Microsoft Forms Tableau

Smartsheet Asset management

Risk analysis

Compliance reporting

Basic statistics GRC platforms

Property governance

Program scoping

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Facilities Analytics Analyst at Apex Property Intelligence (2.4 Years)

● Facilities Data Analyst at Keystone Engineering Analytics (2.1 Years)

● Asset Management Analyst at Harborstone Asset Services (1.6 Years)

● Facilities Reporting Coordinator at Granite Ridge Facilities Solutions (1.7 Years)

- Investigated anomalies and documented assumptions for manager review

Facilities Reporting Coordinator

Granite Ridge Facilities Solutions 📅 October 2018 - June 2020 📍 Reading, PA

Produced recurring facilities reporting from work order, asset, and property records. Built foundational capability in **data quality**, documentation, stakeholder coordination, and operational reporting across facility teams and vendors.

- Produced recurring facilities reports from work order and property records
- Consolidated site spreadsheets and checked formulas before publication
- Created Excel charts covering maintenance volumes and asset status
- Maintained **reporting** documentation and data dictionaries for recurring submissions
- Coordinated missing record correction with facility teams and vendors
- Preserved audit trails while resolving facility reporting discrepancies

PROJECTS

Global Property Data Governance 📅 2025

Established a governed property reference model supporting asset, risk, compliance, acquisition, and project delivery reporting across distributed facilities.

Risk Reporting Data Quality Roadmap 📅 2023

Mapped reporting defects across facility datasets, prioritized remediation actions, and clarified ownership for consistent GRC and operational analysis.

LEADERSHIP & AWARDS

- Recognized by facilities leadership for dependable executive reporting and clear interpretation of complex property data.
- Selected as a trusted partner for cross team data quality work involving engineering, risk, and external providers.
- Praised for turning quiet data issues into practical improvements that strengthened recurring facilities reviews.

EDUCATION

Bachelor's Degree in Information Systems

Temple University 🎓 GPA: 3.5 📅 2018 📍 Philadelphia, PA

Coursework: Data management, business intelligence, statistics, systems analysis

CERTIFICATIONS

- Microsoft Certified: Power BI Data Analyst Associate 📅 2023
- Microsoft Power Platform Fundamentals 📅 2022

TECHNICAL SKILLS

- **Business Intelligence:** Power BI, Tableau, Excel
- **Microsoft Power Platform:** Power Apps, Microsoft Forms, Power Platform
- **Reporting Platforms:** Smartsheet, enterprise platforms, executive reporting
- **Data Governance:** Data stewardship, data dictionaries, data quality roadmaps
- **Facilities Data:** Property data, asset data, interruption data
- **Risk And Compliance:** GRC platforms, risk data, compliance evidence
- **Asset Management:** Enterprise asset management, asset registers, maintenance records
- **Statistical Analysis:** Descriptive statistics, trend analysis, analytical models
- **Cloud Data Integration:** Cloud connected data, external ingestion, data mappings
- **Program Delivery:** Annual scoping, acquisitions, greenfield sites

PROFESSIONAL AFFILIATIONS

- Facilities management analytics community participant, sharing reporting practices with peers across property and engineering teams.

- Data governance working group contributor, supporting consistent definitions for asset, property, risk, and compliance records.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST