
DATA ANALYST RESUME

Steven Adams
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Summary:

A highly motivated analyst with vast experience in interpreting, analyzing and reconciliation of data obtained from a variety of sources; skills involve development and enhancement of the existing processes and methods to meet both internal and external analysis requirements; proficient with the prevailing analytical tools, various presentation software and possesses strong and effective communication skills essential in conveying results in analysis and investigations conducted; has great commitment to and affinity to meet deadlines without compromising accuracy and quality of work.

Professional Experience::

Senior Data Analyst July 2007 – Present
Concorde Corporation, Los Angeles, California

Responsibilities:

Performed data query, extraction, compilation, and reporting tasks.
Managed, updated and manipulated report orientation and structures with the use of advanced Excel functions including Pivot Tables and V-Lookups.
Generated weekly, monthly, and quarterly reports necessary in maintaining a good and balanced financial statement.
Handled data collection, analysis, interpretation and presentation to management and other team members gathered via a wide range of available means and methods from users and business partners associated with Supply Chain activities.
Researched for new means of qualifying and obtaining data and methods of utilizing analytical tools effectively to be used for systems development and improvement.

Data Analyst Officer February 2004 – June 2007
Pathfinder Incorporated, Cambridge, Massachusetts

Responsibilities:

- Worked with the Marketing team in the effective generation of data and feasibility studies necessary as basis for new product development initiatives.
- Analyzed service performance indicators, market and industry trends, historical reports, service loopholes to be able to propose and recommend solutions and remedies appropriately.
- Gathered data on competitor profile, market share, and product FAB (features, advantages and benefits) versus the product Pathfinder offers.
- Checked coherence in the monthly revenue reports submitted by the different business units and consolidated summary totals of profits to be compared with projections.
- Verified if the company is gaining revenue or losing revenue based on computation of depreciation, cost of sales, operational expenses and other miscellaneous fees versus the accounts receivables generated in the sale of goods.
- Proposed solutions to enhance system efficiencies, employee productivity and reduce total cost of ownership for hardware products.

Junior Data Analyst November 1999- January 2003
Phil data Inc., New York, NY

Responsibilities:

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Data Analyst Officer February 2004 – June 2007
Pathfinder Incorporated, Cambridge, Massachusetts

Education:

1996-1998 Master Degree in Business Administration
Stanford University, CA
1992-1996 Bachelor Degree in Business Administration
Stanford University, CA

Skills:

- Advanced analytic skills and extensive experience with MS Excel, MACS and SAS
 - Personal and group work organization coupled with time management skills
 - Excellent communication and project management skills
 - Multiple complex tasks-handling and excellence in self-audit work
 - Well-developed interpersonal skills with demonstrated ability to effectively interact with all levels within and outside of the organization
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Organizations and Affiliations:

International Association for Statistical Computing, Member

A Data Analyst should have experience in Data Analysis and multi-tasking. He must be creative and highly motivated to support business processes and procedures. A Data Analyst will perform complex data mining, validating and analyzing data, and presenting reports.

Sandra Philips
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Objective:

Excellent and dynamic data analyst seeking opportunity to work in a friendly and fast growing environment where my analytical and methodical skills will be of great value in achieving the company's missions and goals.

Education:

Campbell University
Masters of Science, Computer Management (MCM), 2007

Campbell University
BA Finance, 2002

Skills:

- Computer savvy
 - Analytical and result-oriented
 - Knowledgeable in HRM and Finance
 - Experienced in SQL Server
 - IT Management
 - Power point and Excel Expert
 - Advanced ETL Skills
 - Databases: Oracle MS Access, SQL, FoxPro
 - IT Concepts: Data Structures, Programming logic and techniques, Concepts of Business Applications, DBMS and Software Engineering
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Professional Experience:

- Data Analyst, 2006-Present
 - Insurance Service, Los Angeles
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Responsibilities:

- Involved in report writing and business process development.
- Modified reports and make proper evaluations.
- Validated data to ensure the quality, validity and accuracy of content.
- Coordinated with business owners to determine business opportunities.

- Technical Data Analyst, 2004-2006
- Data World, Alpine

Responsibilities:

- Provided technical assistance and consultation to sales agents.
 - Generated modules on technical processes.
 - Assisted in the development of technical operations.
 - Managed systems projects and technical enhancements.
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- Risk Data Analyst, 2001-2003
 - Life Insurance, Alpine

Responsibilities:

- Involved in report writing and business process development.
 - Modified reports and make proper evaluations.
 - Validated data to ensure the quality, validity and accuracy of content.
 - Coordinated with business owners to determine business opportunities.
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- Technical Data Analyst, 2004-2006
 - Data World, Alpine

Certifications and Affiliations:

Oracle Order Management Certificate
Certificate in Object Oriented Analysis and Design

A data analyst can work in a broad range of industries, but their primary purpose is to collect, analyze, and present different forms of data to departments within companies. They do this in order to identify problems and efficiencies to discover where improvements can be made. Skills that are required in this career include attention to detail, the ability to provide easy-to-understand presentations, and specific software knowledge. Mathematics proficiency is also important.

Your data analyst resume should always highlight your best attributes regardless of where you are in your career. Most employers will require at least a bachelor's degree, but successful Fortune 500 companies prefer a master's or even a PhD in some area of mathematics, statistics, finance, or economics. Three data analyst resume format options can be found below.

Entry Level Resume

At the entry level, you won't have any work experience to draw on in order to appeal to potential employers. For this reason, you will want to focus on your academic achievements and your relevant coursework. In the data analyst resume example shown below, Marlow Bridges focuses on her drive to succeed as well as her educational achievements in courses like statistics and software.

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