

James Mitchell

Data Analyst

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📍 4321 Oak Street, Chicago, IL 60614

STRENGTHS

- 🧠 **Analytical Thinking**
Improved decision-making through thoughtful analysis of business data, recognized as a resource for accurate insights.
- 👥 **Collaboration**
Proficiently worked alongside diverse teams, building rapport that enabled seamless project execution.
- 🗣️ **Communication Skills**
Effectively translated complex analytics into understandable content for stakeholders, boosting productivity.
- 🔧 **Problem-solving**
Identified challenges within data processes, recommending solutions that enhanced operational performance.
- 👁️ **Attention to Detail**
Ensured high-quality data through thorough checks, leading to increased executive confidence in outputs.

SKILLS

Data Analysis SQL

Data Visualization

Database Development

Cross-Functional Collaboration

Reporting Tools

Statistical Analysis ETL Processes

Business Intelligence

Project Management

Machine Learning Data Cleaning

Data Warehousing

Dashboard Design

Predictive Analytics Data Mining

SUMMARY

Data Analyst with over three years of experience focusing on data analysis and visualization. Skilled in SQL, enhancing data practices across departments while transforming complex datasets into actionable insights. Created dynamic reports that drive informed decisions and operational improvements. Cultivated strong relationships through collaboration with cross-functional teams to share findings effectively. Eager to contribute strategic insight at AeroData Solutions aligned with its mission to bolster data capabilities and support business growth.

EXPERIENCE

Data Analyst

AeroData Solutions 📅 June 2021 - Present 📍 Chicago, IL

Focused on collecting and analyzing crucial data to aid strategic decision-making within the organization.

- Collect and analyze data to support strategic decision-making, enhancing visibility and efficiency.
- Develop and maintain databases ensuring integrity and accessibility for all relevant stakeholders.
- Present analytical findings clearly, contributing to improved overall business strategy.
- Utilize SQL and data visualization tools in creating comprehensive reports that inform actionable recommendations.

Junior Data Analyst

Data Insights Corp 📅 January 2020 - May 2021 📍 Chicago, IL

Assisted senior analysts in gathering and evaluating data necessary for impactful business projects.

- Supported data collection and analytics, aiding major business initiatives and projects.
- Created visual dashboards that effectively communicated complex data to non-technical stakeholders.
- Enhanced team workflows by cleaning and verifying data accuracy for reliable reporting and analysis.
- Collaborated with management to ensure alignment of data-driven objectives with overarching business strategies.

University Project

Capstone Project 📅 September 2018 - May 2019 📍 Remote

Led a student group project focused on implementing an advanced analytics solution for a university-based case study.

- Conducted extensive research to identify core analytics needs within simulated organizations.
- Developed prototypes utilizing various data analysis tools, refining processes for optimal results.
- Presented findings and recommendations effectively to faculty and peers, highlighting impactful data solutions.
- Collaborated with a diverse team to leverage unique skills for a comprehensive academic conclusion.

LEADERSHIP & AWARDS

- Excellence in Data Analytics Award, University of Illinois, 2019
- Best Presentation Award at Annual Academic Conference, 2019

EDUCATION

B.S. in Data Science

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

Coursework: Data Analysis, Database Management, Data Visualization, SQL

LANGUAGES

English Native

Spanish Proficient

MY CAREER



- Data Analyst at AeroData Solutions (4.9 Years)
- Junior Data Analyst at Data Insights Corp (1.3 Years)
- University Project at Capstone Project (8 Months)

CERTIFICATIONS

- SQL Fundamentals Certificate 📅 2021
- Data Visualization in Power BI 📅 2022

TECHNICAL SKILLS

- **Data Analysis Tools:** Tableau, SPSS, Excel
- **Database Systems:** MySQL, PostgreSQL, Microsoft SQL Server
- **Programming Languages:** Python, R, SQL
- **Visualization Tools:** Power BI, Tableau, Google Data Studio
- **Project Management Tools:** JIRA, Trello, Asana
- **Data Warehousing Solutions:** Snowflake, Amazon Redshift, BigQuery
- **Cloud Technologies:** AWS, Azure, GCP
- **APIs and Integration:** RESTful APIs, JSON, XML
- **Statistical Software:** R, SAS, Stata
- **Machine Learning Platforms:** TensorFlow, Keras, Scikit-Learn

PROFESSIONAL AFFILIATIONS

- Member, Data Science Society at University of Illinois
- Volunteer Data Consultant, Community Nonprofit Org.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST