

# Amna Jawed

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[LinkedIn Profile](#)

## Education

### EMPORIA STATE UNIVERSITY

MS, Business Analytics  
(Informatics)

3.97 CGPA

2022- May 2024

### NED UNIVERISTY OF ENG & TECHNOLOGY

BE, Telecommunication 2014-  
2017

## Technical Skills

### Dashboard Development

- [Power BI Dashboard](#)
- [Tableau Dashboard](#)

**Microsoft Office** (Excel, One  
Note, PowerPoint)

SQL Basics

Data Visualization

## Soft Skills

### Presentation Skills

Successfully delivered  
presentations at various  
locations and received positive  
feedback from attendees.

### Collaboration and Teamwork

Assisted teams and coordinated  
with internal teams and vendors  
for efficient project deployment.

## Extra-Curricular Activities

Former brand ambassador at  
Emporia State University (ESU)

Former Assistant Secretary at  
Rising Youth (NGO)

## Experience

### RESEARCH ASSISTANT | EMPORIA STATE UNIVERSITY

2023 - ONWARDS

- Initiated and managed Power BI dashboards, enhancing data visualization and analytics for multiple academic departments, significantly improving decision-making processes.
- Researched and presented impact of artificial intelligence on local area economy.
- Conducted robust data collection, cleaning, and analysis on market trends in higher education.
- Collaborated with research leaders to design an economic impact study.
- Synthesized data obtained from academic program review focus groups.

### RESOURCE ANALYST INTERN | EVERGY

May 2023 – Aug 2023

- Developed interactive dashboards using Power BI, Excel and Python, enabling effective visualization and analysis of key data for informed decision-making. This dashboard projects resource economics over a 20-year horizon.

### TEACHING ASSISTANT | EMPORIA STATE UNIVERSITY

2022 - 2023

- Educated 20 freshman students in Algebra, implementing interactive teaching methods that enhanced student engagement and understanding.

### PROGRAM ASSISTANT | INTERNATIONAL OFFICE - ESU

May 2022 – Aug 2022

- Assisted in managing the stay of 40 Japanese students during summer, including planning weekly meals and coordinating accommodations.
- Facilitated event planning and handled logistics like restaurant bookings and other essential arrangements.

### PROJECT TRAINEE ENGINEER | CMPAK Zong

2018-2020

- Designed and upheld a robust inventory management database in Excel, streamlining project deployment and enhancing team-vendor coordination.