

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 & Tableau)

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.