**Sonya Smirnova**

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**PROFESSIONAL SUMMARY**

Data Analyst with 8 years of experience in financial analysis and project management. Possessing solid skills in using Python, SQL and MongoDB as well as in data handling and visualization.

**Key Skills**

* **Programing Languages**: Python, JavaScript
* **Software**: MySQL, Jupyter Notebook, Visual Studio, MongoDB, Microsoft Office Suite
* **Python Data Analytics Tools**: Pandas, Matplotlib, Seaborn, Numpy
* **Web Visualization:** HTML, CSS and, D3, Plotly, Leaflet, Flask
* **Version Control System**: Git
* **Project Management Tools:** Agile Methodologies, Schedule Development
* Visual Basic Script
* Financial Analysis & Modeling
* Budget Forecasting and Reporting
* Independent Problem Solving
* Fluent in English and Russian

**GWU Data Analytics Boot Camp** **02/2018-08/2018**  
**Data Analytics and Visualization, Arlington VA**

*Project:* Washington Metro Area Transportation System Analysis

* Developed data exploration with API search and data clean-up process using Pandas
* Performed Linear Regression analysis, single and multivariable using Stats Models Python library
* Extracted components to create models for predicting the availability of transportation resources based on Metro past performance and KPI’s; captured seasonal trends of Metro ridership using Python libraries

**PROFESSIONAL EXPERIENCE**

**Finance Analyst** **08/2008 - 01/2016**

**EVEREST Company, Russia**

*Specializes in wholesale trade, B2B, digital marketing and web-marketing*

* Led a team of 7 staff members to deliver strong financial controls across a diverse group of companies
* Supervised development and implementation of database system from scratch that helped to improve data collection, analysis and reporting processes as well as established balance sheet and cash flow forecasting models, ensured greater financial control
* Collected company’s financial data such as: cash flow, accounts payable, accounts receivable and investments, placed it in the database, and analyzed using Microsoft Excell and 1C software.
* Created reports for CEO, heads of departments and employees: plan/fact, sales, clients, salary etc.
* Improved company’s PMIS, led to easier projects monitoring and control and saved 20% of working time of Project Managers

**Project Manager** **11/2006 - 08/2008**

**SPUTNIKI , Russia**

*Marketing agency, 20+ offices and branches nationally, provides marketing services to Unilever, Coca-Cola, Philip Morris, Money-Gram*

* Implemented 15+ successful term B2B, merchadising, consulting and events including in store degustation for Unilever at 5 cities 10 stores in each city, with more than 150 people involved simultaneously; received postivie feedback from client on projects completion
* Introduced new project management standards to the company including: project charter development, planning and appropriate project closing, wich resulted in reorganiation of business processes in the project department, improved productivity
* Oversaw procurement communications, helped to maximize discount rates and increase company’s operating profit by communicating with different procurement companies about their rates
* Reatined extisting clinents by 25%, by buidling stong business relationships with new contractors nationally

**EDUCATION**

**Bachelor of Science (BS), Ecology (Environmental science), 2006**

Ural Federal University, Russia

*Ranked 7th among top Russian Universities*

**PROFESSIONAL DEVELOPMENT/AFFILIATIONS**

**Project Management,** **2017**

University of the District of Columbia,Washington, DC