| Your Name  **Data Analyst** | Location Preferences:  Availability:  **Phone Number:**  **Email:** |
| --- | --- |
| PROFILE SUMMARY Who you are + What kind of professional you are + The experience you have + The skill sets you have + Educational level + Industries   * 1st Bullet Point:  …………….. professional with over…….. years strong experience in performing……..tasks such as …….,……………….,………………,………………. And………………… within the……………………… industry. * 2nd Bullet Point: Relevant knowledge and Technical IT/software skills.  Possess strong knowledge of ………………… concepts, such as …………….., …………………… and ……………………. Proficient in ………………………, …………………………, …………………….. and …………………………, * 3rd Bullet Point:  (What you did + Result + Impact (quantify it):  - tangible results e.g. implemented a coaching strategy in the operation which reduced labour turnover by a staggering 33%  KEY ACHIEVEMENTS XYZ Company   * (What you did + Result + Impact (quantify it): * - tangible results e.g. implemented a coaching strategy in the operation which reduced labour turnover by a staggering 33%   123 Company   * (What you did + Result + Impact (quantify it): * - tangible results e.g. implemented a coaching strategy in the operation which reduced labour turnover by a staggering 33%  EXPERIENCE Company Name: Dates Month and Year   * Responsible for \_\_\_\_\_\_\_\_\_ tasks, such as \_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ within the department of a £10m, medium sized organisation in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ industry.   *(Overarching Statement/summary. State on a Macro Level what key areas you were responsible for looking after, Key duties, tasks. At a high level.)*   * What you did + Unique Details (context) + Purpose (up to 5 bullet points) * (e.g. Overseeing 3 projects, delivering 3 bespoke websites under strict deadlines, in order to increase brand awareness and sales for the company)  (key words as part of the steps in the formula above)   **Key Achievement:**  (What you did + Result + Impact (quantify it):  - tangible results e.g. implemented a coaching strategy in the operation which reduced labour turnover by a staggering 33% EDUCATIONSchool Name — *Degree*MONTH 20XX - MONTH 20XX Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore. REFERENCES Available on request | SKILLS  * **Data Analysis:**  Gathering data | Data modelling| Data mining| Data management | Data reporting | Data cleaning| Data visualisation| Gathering data| Dashboards| Data Mapping| Finding patterns| Predictive modelling | Significant testing| Competitive analysis | Forecasting analysis| Problem-solving| Critical thinking|   **Operational Activities:** Planning and monitoring | Collaborating with stakeholders| Stakeholder managements and communication | Presenting findings to stakeholders | Writing reports for key stakeholders.  **Work Streams/Projects:** GDPR | Remediation | KYC | LMS |CRM | Data Migration | Digital Change Project   **Tools/Software’s:**  Power BI | Tableau | SQL | Python | Excel | Programming language R | Jira | Confluence | MS Project | MS Teams | Visio |Lucid Chart | Draw.io | Smart Draw| PowerPoint | Word | Process & * **Methodology:** SCRUM (Agile) | Waterfall | 6 Sigma  LANGUAGES English, Punjabi, Urdu, French |