# **Job-Application Materials Project**

## Job Advertisement

URL:

<https://www.indeed.jobs/jobs/business-intelligence-analyst-24163/>

As a BI professional at Indeed, your role is to be an expert at understanding Indeed's data. We expect you to aid various teams in drawing insight from our data. This includes creating dashboards, visualizations, algorithms, and business tools for use across the organization. If you're passionate about technology, love to learn, enjoy collaborating cross-functionally, and are excited to work with massive amounts of data, this is a great opportunity to grow your skills and contribute to a top-tier web site.

**Responsibilities**

* Python Coding for reports, dashboards, and visualizations. Using Python, Pandas, and  
  Numpy to help your stakeholders improve their performance, and sometimes designing  
  algorithms to decipher deeper why and how questions.
* Understanding your business stakeholders’ objectives, the metrics that are the most  
  important to them, and how they measure their performance.
* Turning business requirements into technical requirements.
* Finding and understanding the correct data sources for a given analysis.
* Learning from, and sharing knowledge and skills with your teammates to grow BI’s total  
  impact to the organization.

**Requirements**

* 3+ Years of SQL. Must have the ability to write complex, highly optimized queries across large volumes of data
* 3+ years of solid Python programming skills to cleanse, manipulate, and present data, particularly using Pandas and Numpy
* 3+ years of Industry experience in a report development, data science, business analytics, business intelligence or comparable data engineering role, including data warehousing and business intelligence tools, techniques and technology
* Experience with Tableau or equivalency to create impactful reports, visualizations, and interactive dashboards
* Excellent oral and written communication skills, and comfort presenting to everyone from  
  entry-level employees to senior vice presidents
* Knowledge of ETL and data warehouse concepts and processes
* Ability to explain complicated or technical information in a simple way to non-technical audiences
* Sensitivity to clients' needs and able to develop warm client relationships
* Curiosity and passion about data, visualization and solving problems
* Creativity to determine the best solution for a real-world problem with quantitative data
* Experience with reporting, descriptive statistics, probability, and cleaning big datasets
* Willingness to question the validity, accuracy of data and assumptions
* Enjoyment from collaborating with others in team environment
* Eagerness to learn in a fast-paced environment
* Drive and self-reliance
* B.S. degree in math, statistics, computer science, or equivalent technical field

## Who We Are

We are a rapidly growing and highly-capable Engineering organization building the most popular job site on the planet. With engineering hubs in Seattle, San Francisco, Austin, Tokyo, Singapore, Hyderabad, Dublin, Aberdeen and Vancouver, we are improving people's lives all around the world, one job search at a time.

## Our Mission

As the world’s number 1 job site\*, our mission is to help people get jobs. We strive to cultivate an inclusive and accessible workplace where all people feel comfortable being themselves. We're looking to grow our teams with more people who share our enthusiasm for innovation and creating the best experience for job seekers.

## Cover letter

6433 Champions Grandview Way.

Building 1

Austin, TX 78750

March 3, 2021

To whom it may concern:

I am writing this letter to formally introduce myself and express my interest in the job advertisement for Business Intelligence Analyst position on Indeed’s career website. With a bachelor’s degree in Computer Science and 5+ years of previous experience as a Software Engineer; I feel confident that I will be a good fit for your organization.

I began my journey in the field of technology and data by enrolling in Computer Science major at Uttar Pradesh Technical University. During my undergraduate studies, I excelled at various courses such as Data Warehouse Engineering, Compiler Design and Statistical Analysis. The Database and Datawarehouse courses in my junior year in particular were my favorite and I really enjoyed completing the capstone project of building a mock database for an online retailer.

After finishing my bachelor’s degree in 2012, I got the opportunity to work as a software engineer for Shreetron India Limited, a subsidiary of government of India. When I first started, I had no prior knowledge of the tools used in the company. However, I was keen to learn new skills and within a few months I was able to provide meaningful contribution to our team’s projects. I developed a tableau visualization dashboard to monitor and track expense reports for our leadership group thus avoiding countless hours of manual work for our team.

While working as a Software Developer with a short stint of moonlighting as data analyst, I got a glimpse of how vast and unique the field of data truly is and the amount of opportunities there are that I can utilize to expand my technical and business skills. I would be delighted to get a chance to know more about Indeed’s needs and would love to share my technical and business skills to understand if this would be a good mutual fit. The enclosed resume gives an overview of education and experiences. Thank you for considering my application and I look forward to hearing from you.

Sincerely,

Jyotsna Shahi

## Resume

**JYOTSNA SHAHI**

15313 Oconto Dr. Austin TX 78717 | 512-593-3435 | jyotsna746@gmail.com | https://github.com/JyotsnaShahi25 page1image63914944

I am an experienced software engineer with a track record for driving cross functional collaboration and accountability across business segments. As a problem solver, I thrive on bringing experts together to find solutions that make life easier for others and deliver ROI for businesses. Currently pursuing my Master’s in Computer Science with tentative graduation date of Spring 2022.

**Education  
Texas State University,** San Marcos, TX  
Master of Science in Computer Science, **GPA 3.25/4** Aug 2020 - Present

**Uttar Pradesh Technical University,** India  
Bachelor of Technology in Computer Science, **GPA 3.5/4**  May 2012

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**Skills**

* **Programming Languages:** C++, Python, Java, SQL
* **Database:** MySQL, Oracle Database Express Edition
* **Other:** Tableau, Magento, MS Office, Flask Framework

**Work Experience**

Shreetron India Limited, India *Software Engineer/Project Lead*  Feb 2013- Aug 2018

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* I was responsible for leading and training a team of 3 software developers
* Created and maintained database to store millions of rows of customer information as a part of employment project facilitated by state government of Uttar Pradesh, India
* Reduced manual reporting efforts to 30% by implementing automation in Python.
* Developed visualizations and dashboards in Tableau to monitor and track department expense
* Lead the development of payment management system for our company which lead to savings of approximately $50,000 in operational costs.
* I lead the implementation of Agile methodology in our team for quick development and reduced testing time, thus saving hundreds of man hour work

**Coursework**

* Advanced Algorithm Design and Analysis
* Software Engineering
* Data Base Theory and Design
* Principles of Programming Language

**Projects**

* Created a fully functional Travel Booking Website as part of software engineering capstone project using Python Flask Framework, Bootstrap, AJAX and MySQL.
* Created an Online shopping website from scratch in PHP for a team-based Web Design course project

**Leadership and Membership  
College Festival Chairperson** August 2011- February 2012

• Organized the annual college festival with a budget of over $15,000