Kiana Philpott

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EDUCATION

University of Prince Edward Island
Bachelor of Science | Major: Actuarial Science | Minor: Statistics
- SOA Exam FM – Scheduled for April 2026

WORK EXPERIENCE

StandardAero   **May 2025 – Present**
Data Analyst   *Summerside, PE*
- Created pivot tables from the supply chain database to track inventory trends, preventing overstock/shortages
- Analyzed parts consumption data to identify repairable components, saving the company over $80,000+ in replacement costs
- Automated Excel spreadsheets with formulas, making part ordering processes quicker and user-friendly
  - **Key Results:** $80,000+ saved, reduced manual data entry time by 60%

Veterans Affairs Canada   **May 2023 – Sep. 2024**
Statistics Analyst | May 2024 – Sep. 2024   *Charlottetown, PE*
- Responded to departmental data requests for client and program information by querying data from the department's data warehouse
- Worked with business intelligence tools like IBM Cognos Analytics to access and manipulate data
- Collaborated with clients and cross-functional teams to clarify data requirements and recommend data-driven solutions
- Supported monthly financial program monitoring by using SAP software

Data Analyst | May 2023 – Apr. 2024
- Analyzed data from the Caregiver Recognition Benefit program using Excel and internal software systems to track and report on KPI's
- Participated in multi-disciplinary teams and provided input and data to support departmental initiatives
- Developed an extensive final report summarizing the findings and insights of the Caregiver Recognition Benefit Program
  - **Key Results:** Requested KPI was successfully answered, final report was sent to the Treasury Board Secretariat

Calian   **Jul. 2024 – Present**
Test Administrator   *Charlottetown, PE*
- Administered standardized assessments, ensuring accurate data collection and confidentiality compliance
- Monitored and documented test sessions, maintaining detailed records and identified any irregularities to support reporting processes

SKILLS & INTERESTS

- **Security Clearances:** PSPC Reliability Status, RCMP Enhanced Reliability Status, Canadian Controlled Goods Program
- **Skills:** Data Analysis & Reporting; KPI Tracking & Performance Metrics; Teamwork; Attention to Detail
- **Technologies:** R Studio; Excel; Company Databases
- **Interests:** Weightlifting; Coffee; Yoga; Cooking