

SARVINOZ NABIYEVA

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EDUCATION

The University of Tennessee, Knoxville, Haslam College of Business Knoxville, Tennessee
Bachelor of Science in Business Administration
Major: *Business Analytics* Concentration: *Economics* Graduation: May 2023

Courses: Data Mining, Database Structures, Data Engineering, Econometrics, Regression Modeling, Statistics

EXPERIENCE

D&K Leasing LLC Pigeon Forge, TN
Property Assistant January 2018 – Current

- Maintain financial records, lease agreements, and facilitate seamless tenant communications
- Coordinate with Avail vendors to oversee data management for rental properties
- Track and manage monthly expense reports meticulously to ensure financial clarity and accuracy

Tennessee Valley Authority Chattanooga, TN
Operations Business Planning Analyst Intern May 2022 – August 2022

- Accomplished a new Power BI dashboard to provide senior management key insights on OP metrics
- Updated business partner metrics on monthly performance reviews, utilizing Power BI and SharePoint
- Collaborated with external departments to create reports of operation metrics for 5 previous fiscal years

Vanderbilt Mortgage and Finance Maryville, TN
Accounts Receivable and Mortgage Insurance Intern June 2021 – August 2021

- Researched and documented errors, and unidentified payments through Oracle and IBM AS400
- Effectively managed a diverse portfolio of over 40 loan types
- Reviewed and maintained daily accounting entries, ensuring accuracy in general ledger schedules

PROJECTS

Finding Fakes on Instagram: Case Project Knoxville, TN
Analyst May 2023

- Derived key insights for Instagram users with R modeling (random forest): accuracy rate of 93 percent
- Created a Shiny App that allow users to interact with a breakdown plot of why the account is fake
- Presented insights to educate users who actively use Instagram, disseminating crucial information

Tennessee Valley Authority: Project Erudite Chattanooga, TN
Operations Business Planning Analyst Intern May 2022

- Collaborated on building a user-friendly app using Power Apps automating SBU plans
- Navigated data in SharePoint to create a general template in Power BI that fits all business partners
- Facilitated meetings with process automation team to establish an archival process

Celonis: Case Project Knoxville, TN
Data Analyst Team Member August 2021

- Created a new model using process mining to improve business efficiency and profitability
- Analyzed and presented data by using KPI and conformance checking to create an efficient business
- Led data driven discussions comparing and developed a process model to the original business process

SKILLS

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- Microsoft 365, Tableau, Power BI, R, Stata, Shiny, Python, HTML, SQL, Visio, Oracle
 - Process Mining, Power Automate, Power Apps, Machine Learning (random forest, gbm)