SARVINOZ NABIYEVA

Location: Knoxville, TN   **Contact**: Sarvinozdnabiyeva@gmail.com

EDUCATION

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

EXPERIENCE

UBS   Nashville, TN
IB Business Analyst – Process Improvement   March 2024 – May 2024
- Created a new risk formula that measures the risk appetite of UBS Americas operations
- Assist in updating and creating financial reports using PowerBI and Excel
- Utilize Alteryx to automate workflows to improve reporting efficiency

Tennessee Valley Authority   Chattanooga, TN
Financial Operations & Performance Analyst Intern   May 2022 – August 2022
- Collaborated with external departments to create reports of operation metrics for 5 previous fiscal years
- 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

Vanderbilt Mortgage and Finance   Maryville, TN
Accounts Receivable and Mortgage Insurance Intern   June 2021 – August 2021
- Maintained the integrity of financial records by conducting reconciliations, general ledger schedules, and balances daily
- Demonstrated proficiency in data management by efficiently processing over 40 loans daily across diverse loan types, actively contributing to the timely completion of projects
- Researched and documented misapplied payments, errors, and unidentified payments

Olive Garden   Knoxville, TN
Server   December 2019 – February 2024
- Provide exceptional customer service to guests, ensuring a positive dining experience
- Take orders accurately and efficiently, handled cash, and utilized suggestive selling to guests
- Collaborate with team members to promote a positive work environment

SKILLS

- Microsoft 365, Tableau, Power BI, R, Stata, Shiny, Python, Bloomberg Markets Certified, HTML, SQL, Visio, Power Automate, Power Apps