

SARVINOZ NABIYEVA

Contact: Sarvinozdnabiyeva@gmail.com Website: Sarvinozz.github.io

EDUCATION

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

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

SKILLS

- Microsoft 365, **Tableau**, Power BI, **R**, Stata, Shiny, Power Apps, **Python**, HTML, **SQL**, Visio, **Oracle**

EXPERIENCE

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

- Communicate with Avail vendors and tenants to manage data for 15 rental properties
- Maintain accurate records, lease agreements, tenant communications, and property maintenance reports
- Point of contact for tenants, addressing their inquiries and concerns promptly and professionally

Tennessee Valley Authority Chattanooga, TN
COO Business Planning Intern (remote) May 2022 – August 2022

- Accomplished a new **Power BI** dashboard with completion dates and percentages of business plan actions
- Updated business partner metrics on monthly performance reviews, utilizing **Power BI** and **PowerPoint**
- Gathered operation metrics for 5 previous fiscal years and obtained data to create reports in **IBM Planning Analytics**

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

- **Researched** and documented errors, and unidentified payments through **Oracle** and **IBM AS400**
- Managed over 40 loans daily on various loan types associated with multiple open projects
- Reviewed daily accounting entries, general ledger schedules, and balances

Target Knoxville, TN
Tech Associate June 2019 – November 2019

- Offered reliable technical assistance by diagnosing and **resolving** issues associated with electronics
- Established proficiency in keeping up with industry trends, with both customers and colleagues
- Monitor product availability and **collaborate** effectively with the inventory management team

PROJECTS & ORANIZATIONS

Business Analytics Society Knoxville, TN
Finance Executive August 2022 – May 2023

- **Collaborated** with members and executives to build a society that fits our values
- Organized **SQL** events and designed shirts to distribute to society members
- Managed general account ledger and updated executives with **monthly reports**

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

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