Sumedha Malik

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PROFESSIONAL SUMMARY

Analytical professional specializing in **data analytics, visualization, and knowledge management** to support organizational decision-making. Experienced in **Power BI, SQL, and data governance** for **KPI tracking, portfolio reporting, and operational analytics**. Adept at designing **ETL workflows** and translating complex datasets into actionable insights that enhance **pipeline monitoring, performance dashboards, and strategic reviews** across global development and research environments

EDUCATION

University of Massachusetts Amherst   Amherst, MA
Master of Science in Data Analytics   *Sep 2024 – May 2026*

Banasthali Vidyapith   Jaipur, India
Bachelor of Science in Mathematics   *Jul 2015 – Jun 2018*

EXPERIENCE

University of Massachusetts Amherst   Amherst, MA
Research Assistant   *Nov 2024 – Present*

- Engineered analytics workflows integrating NLP, machine learning, and visualization techniques to extract actionable insights from large text-based datasets
- Designed and maintained **Power BI dashboards** and validation pipelines using Python and SQL, achieving **80% data alignment** and improving data accuracy across research outputs.
- Enhanced **data governance and reporting systems** to strengthen knowledge management, documentation, and reproducibility.
- Validated model reliability through **Latent Class Analysis (LCA)** and **Krippendorff's Alpha**, ensuring analytical transparency and consistency.

United Nations – Department of Operational Support   New York, NY
Data Analyst Intern   *Dec 2024 – Mar 2025*

- Developed a **SharePoint-based knowledge portal** integrating Power BI dashboards and KPI reports, improving analytics engagement by 45%.
- Restructured and indexed 20K+ operational documents, improving data accessibility and retrieval speed by 30%.
- Partnered with analytics and IT teams to strengthen **data governance frameworks** and institutional reporting standards.
- Analyzed enterprise datasets using Python and SQL to support evidence-based reporting and performance tracking.

Swami Dayamuni Vidyapeeth   Sonipat, India
Business Data Analyst   *Aug 2018 – Aug 2024*

- Created **cross-departmental Power BI dashboards** consolidating financial and operational KPIs, reducing manual reporting by 50%.
- Automated **ETL processes** and optimized SQL pipelines for real-time portfolio performance monitoring.
- Implemented standardized **KPI frameworks** to enhance data traceability, quality control, and management decision-making.
- Presented analytical findings and visual insights to senior stakeholders to inform strategic planning.

PROJECTS

Amazon Books Analytics Platform | *Python, Power BI, Airflow, Spark*
- Automated ETL pipelines and developed **Power BI dashboards** visualizing pricing, sentiment, and publication trends for large-scale reporting.

California Housing Insights Dashboard | *Python, Scikit-Learn, Power BI*
- Built regression models and **interactive Power BI dashboards** to analyze housing affordability and policy impacts.

TECHNICAL SKILLS

Data Visualization & Reporting – Power BI (DAX, Power Query), Tableau, Microsoft Excel, SharePoint, Streamlit
Programming & Analytics – Python, R, SQL, SAS, MATLAB, SPSS
Data Management & ETL – Apache Airflow, Spark, Delta Lake, Docker, Hadoop