

SERAPHINA BLAKE

Lead Data Analyst

✉ s.blake@email.com

☎ (123) 456-7890

📍 Pittsburgh, PA

🌐 [LinkedIn](#)

WORK EXPERIENCE

Lead Data Analyst

Allegheny Health Network

📅 2021 - current 📍 Pittsburgh, PA

- Conducted data audits on Excel using the "COUNTIF" function, identifying and correcting discrepancies that **reduced errors in monthly patient records by 26%**.
- Automated data extraction processes with SQL, expediting the average medical incident reporting time by 4 minutes.
- Used R language for predictive modeling, allowing the hospital to forecast 79% of patient admissions within one year.
- Trained junior analysts on Python, fostering key skills that helped them complete 3 more tasks every day.

Junior Data Analyst

U.S. Steel

📅 2019 - 2021 📍 Pittsburgh, PA

- Developed multiple Power BI dashboards to monitor real-time steel inventory levels, lowering stockout cases by 18%.
- Oversaw a Hadoop-based data warehouse solution, using a combiner to improve Mapper-to-Reducer transfer speed and quicken data retrieval times by 6 minutes.
- Leveraged Google Analytics to identify and report website bottlenecks to the UI/UX team, helping them **shorten the average page load speed by 1.2 seconds**.
- Assisted the finance department by providing accurate forecasting data for supplier contracts and product demand, mitigating variance by 3.7%.

Data Entry Clerk

K&L Gates LLP

📅 2017 - 2019 📍 Pittsburgh, PA

- Entered and validated 182 legal documents per month, complying with all of the firm's policies.
- Managed sensitive information of 56 clients on a secure database, helping the firm maintain its reputation for discretion.
- **Created 9 SPSS reports** that were used in annual stakeholder meetings, providing key insights into the firm's financial performance metrics.
- Helped junior lawyers prepare and verify evidence files for court presentations, contributing to the successful outcome of 11 high-profile cases.

EDUCATION

Bachelor of Science

Data Science

Carnegie Mellon University

📅 2013 - 2017

📍 Pittsburgh, PA

SKILLS

- Microsoft Excel
- SQL
- Tableau
- Python
- R
- Power BI
- Google Analytics
- SAS
- Hadoop
- SPSS