Sakshi Sharma's CV

Saki S

Data Science & Business Analytics Student | Data Analyst | Program Manager

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Currently

Building strong skills in data analysis, dashboard design, SQL, and end-to-end project management while studying Data Science & Business Analytics at BYU–Idaho.

Specialized in

Excel and Power BI dashboards, Tableau storytelling, SQL database design, Python data analysis, customer experience, project coordination, and detailed technical documentation (such as Nursing Faculty Council Minutes).

Research interests

Data visualization, machine learning basics, process improvement, yoga, creativity, hiking, and textile/fashion design inspired by my family's printing business.

Education

`2024 - Present`
Brigham Young University–Idaho
- Major: Data Science & Business Analytics
- Coursework includes: SQL & Databases, Excel Automation, Tableau, Power BI, Programming with Python, Project Management

`2010 - 2014`
Undergraduate Degree (India)
- Travel & Tourism: Emphasis in customer relations, communication, and operations

Experience

Oct 2025 – Present'
Student Data Analyst, Institutional Data and Analysis Services — Brigham Young University–Idaho

- Clean, analyze, and visualize institutional datasets to support university reporting and decision-making

- Build dashboards and automated Excel/Tableau tools used by academic and administrative units

- Write SQL queries, perform quality checks, and help prepare data for accreditation and assessment reporting

- Collaborate with analysts, faculty, and departments to deliver accurate data insights

`2024 - Oct 2025`
Faculty Council Secretary, Nursing Department — Brigham Young University–Idaho

- Prepared highly detailed Minutes of Meetings (MOM) covering curriculum updates, student performance, testing alignment (HESI), and budget considerations

- Supported faculty with MyClinicalExchange onboarding, documentation, and sensitive departmental communications

- Ensured accuracy, confidentiality, and organization of all academic records

- Coordinated with faculty, students, and administrators to maintain smooth department operations

2018 - 2024
Program Manger: Great Learning

- Managed client concerns, retention strategies, and problem resolution

- Improved customer satisfaction through empathy, active listening, and solution-oriented communication

- Handled documentation, scheduling, and service follow-ups

Technical Projects

Dashboards & Analytics

2024 - Present - Built Excel dashboards using pivot tables, macros, and dynamic charts (Sales Dashboard, Banking Dashboard, Marketing Research Survey Dashboard) - Designed Tableau stories covering marathon data, global TB trends, and decision-focused insights - Created interactive Excel tools using dropdown logic, conditional formatting, and formula-based automation

SQL & Databases

2024 - Present - Designed a 13-table relational MySQL database with clean naming conventions and indexed foreign keys
- Wrote complex joins, subqueries, CTEs, CASE statements, and aggregation logic
- Created ERDs, schema documentation, and validated referential integrity

Certifications (in progress)

- Data Analyst Professional Certificates (DataCamp)

- Yoga Teacher Training (YTT) —In progress
- Introduction to Python & SQL (DataCamp)
- Database Certificate - In progress

Occupation

`2024 - Present`
Student, Data Science & Business Analytics, BYU–Idaho
- Focusing on analytics, project coordination, and building career-ready portfolio projects

`2018 - 2024`
Customer Relations / Operations — India
- Communication, retention, documentation, service quality

Skills

- **Data Tools:** Excel (advanced), Tableau, Power BI, SQL, MySQL Workbench, Python (Pandas)
- **Analytics:** Data cleaning, reporting, dashboard design, statistical summaries, visualization
- **Technical:** ERD design, database relationships, CTEs, joins, calculated fields, macros
- **Professional:** Documentation, stakeholder communication, problem-solving, project coordination
- **Creative:** Visual storytelling, design layout, branding, teaching and presentation skills

Professional Statement

I am committed to developing strong analytical, technical, and communication skills while contributing meaningful, accurate work to support data-driven decision-making at BYU–Idaho. I value continuous learning, clear documentation, creative problem solving, and bringing sincerity and professionalism to every project I take on.