Alma Khatri

Business Intelligence Analyst

Sunland, CA

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# SKILLS

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* Statistical analytics and data interpretation
* Communication and collaboration
* Data retrieval and organization
* Data modeling
* Data visualization
* Pattern recognition
* ETL and data modeling
* SQL, DataFlow, and Tableau

# EXPERIENCE

## Beck Music Group, Burbank, CA - *Business Intelligence Analyst Intern*

JANUARY 2023 - PRESENT

* Assist team with data retrieval and organization
* Create data visualizations and dashboards
* Communicate status reports and data insights to stakeholders
* Contribute ideas for how to innovate and improve business processes
* Built a tool to automate reports, resulting in a 75% reduction in report generation time

## Tradewinds Entertainment, Culver City, CA *- Data Entry Assistant*

APRIL 2020 - DECEMBER 2022

* Collected and input data into company database
* Assisted with the development of market research surveys
* Analyzed survey results and helped report findings to stakeholders
* Developed and implemented a new data entry procedure

## Merkle Music and Books, North Hollywood, CA *- Assistant Manager*

FEBRUARY 2018 - APRIL 2020

* Co-managed a team of four employees
* Developed and managed a customer database
* Planned and implemented a monthly sale that increased revenue by 6% over previous year

# EDUCATION

**Google Business Intelligence Certificate**

PRESENT

**Google Data Analytics Certificate**

MARCH 2022