INNA OSTROVSKY

Business Analyst

CONTACT INFO:

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Talented and creative young professional with an exceptional academic background and professional credentials, I have Financial and Business analyst experience and a solid knowledge of business data manipulation and presentation skills. *I worked in the following industries: Health Insurance, High-Tech, Manufacturing & Construction*. I am an expert in data orchestration and visual data representation techniques using Microsoft Excel, Microsoft Access, and Tableau, and SQL and can deliver dynamic interactive **dashboards**. My passion is in data analytics and particularly in Finance and Business Intelligence areas. I'm looking for the opportunity to join a **dynamic and smart team** that encourages **collaboration** and values desire **to learn and succeed**.

SKILLS:

TECHNICAL EXPERTISE:	PERSONAL SKILLS
• Expert Microsoft **Excel**, Access, PowerPoint, and Visio (Pivot tables, Macros, VBA, VLookup) • **SQL**, and **Relational** Databases • Basic **Unix** and **Linux** OS skills (including **Bash** scripting) • Git, GitHub, GitHub Pages, GitHub Markdown • Excellent knowledge of XBRL & **HTML** • SalesForce, SAP, **SharePoint, Intuit and Sage** • Flowcharting and Diagramming • **Accounting and Finance** standards and principles • Social Media • **Google Analytics**	• **Problem Solving** • **Creative** • Excellent oral and written **communication** skills • Excellent **analytical and quantitative** skills • Team building • Good at **Project and Time management** • **Detail** oriented

EXPERIENCE:

Marketing Business Analyst
Sequoia Benefits, San Mateo, CA

AUG. 2014 - NOV. 2014

- Gathered, maintained, analyzed and justified aggregated client health insurance data based on company's needs and criteria
- Performed financial analysis and devised recommendations for the customers based on the underlying data from multiple sources; prepared various reports on the results
- Organized and monitored the project progress with the continuous support and response to ad hoc requests
- Developed interactive dashboards representing data schematics using Microsoft Excel and Microsoft Access
- Optimized process workflow and improved data integrity and accuracy by implementing automated tools
- Developed a comprehensive training session for the office employees demonstrating functionality of the tools and their usage scenarios
- Participated in developing a relational database schema for the company

Financial Analyst (Internship)
Cisco Systems, San Jose, CA

AUG. 2013 - DEC. 2013

- Performed financial analysis and business research of existing and potential Cisco corporate partners to evaluate financial performance and efficacy of partnerships
- Evaluated, analyzed, and justified financial statistics based on the publicly available data
- Performed the Quality Assurance and Testing steps to deliver the properly working tool
- Developed an advanced scalable financial evaluation and presentation tool utilizing MS Excel and multiple distinct data sources
- Executed and presented competitive, IPO, Rate of Return, and Enterprise Value analysis

Financial Analyst

The Reinforced Concrete Structures Plant, Russia

- Worked on forecasts, budgets, quarterly and annual reports, as well as micro-economic analysis of production & efficiency
- Analyzed the compliance with budgets and plans; ensured the accuracy of financial and business data
- Worked on inventory accounting control and monitoring
- Analyzed and monitored pricing policy and margin calculation with the input of marketing and operation departments
- Created automation in Microsoft Excel to improving internal collaboration relating to financial data analysis

Accountant

MARCH 2005 – NOV. 2005

Restaurant Vesna, Russia

- Monitored the purchasing process by reconciling Accounts Payable, Inventory, orders and approvals
- Performed calculations of the cost of meals and catering offered by the restaurant based on specific criteria
- Worked with invoices to ensure the accuracy and completeness of the entered data as well as reconciling actual inventory presence or delivery with the ordered and declared
- Assisted senior accountants in the financial closing and period-end reporting

PROJECTS, AWARDS, AND ACHIEVEMENTS:

Audit of Information Systems: Accounts Receivable, Payable, Inventory (SJSU)

APRIL 2014

- Analyzed complex data and extracted unusual items utilizing IDEA data analyzing software
- Identified the risks of the system by analyzing the structure and architecture of the data

1ST PLACE AWARD ISACA Research Competition (SJSU)

NOVEMBER 2013

- Judged by industry professionals from PWC and ISACA-Silicon Valley
- Performed research on "Privacy" with focus on ethical and legal issues and risks proposing actions for protecting privacy in social media
- Examined the responsibilities of the auditors in handling sensitive data

Building HTML web pages (SJSU)

APRIL 2014

- Used various HTML tags to complete a sample web page with audio, video, text, and download functionality
- Learned the guidelines for effective web page design and elements and attributes insertion

Extensible Business Reporting Language (XBRL)

JAN. 2013 - MAY 2013

- Prepared the annual financial reports in XBRL format

EDUCATION:

B.S. Degree in Business Administration (Concentrations in Accounting Information Systems and extra curriculum in Computer Science)

AUG. 2010 - JULY 2014

SAN JOSE STATE UNIVERSITY, San Jose, CA

GPA: 4.0 (Honors)
Dean's List, President's List

Related coursework: Audit of Information Systems and Risk Assessment, Advanced Accounting Information Systems, Systems Development, Management of Information Business Systems, Financial/Managerial/Intermediate Accounting, Corporate Financial Management, Strategic Management, Taxes, Quantitative Business Analysis, SQL, Database Administration

ADDITIONAL INFORMATION:

- U.S. Citizen
- Bilingual (English and Russian)