KIKI REGAN

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SUMMARY

Early-career analyst with experience translating data into actionable insights, building KPI reporting, and improving operational outcomes across retail, marketing, and programmatic contexts. Skilled in SQL, Excel, and BI dashboards, with a proven ability to partner cross-functionally and communicate insights clearly to both technical and non-technical stakeholders. Portfolio of data science projects available at kikidarko.github.io.

RELEVANT EXPERIENCE

CB2 — *Boston, MA*
Assistant Store Manager, Operations and Execution | *Summer 2025 – Present*

- Build and maintain KPI reporting to track sales performance, inventory health, and operational execution across weekly and seasonal initiatives.
- Analyze trends in sales, inventory, and labor utilization to identify inefficiencies, capacity constraints, and opportunities to improve execution outcomes.
- Partner cross-functionally with visual, inventory, and leadership stakeholders to translate performance data into prioritized actions and execution plans.
- Develop SOPs and audit frameworks to standardize frontline execution, improve compliance, and reduce variability across operational programs.
- Conduct root-cause analysis on execution gaps (e.g., ship-from-store declines, missed launches), using both performance data and frontline feedback to inform process improvements.
- Design and implement workflow improvements that increased execution accuracy and improved customer fulfillment outcomes while reducing decline rates.

Carney, Sandoe & Associates — *Boston, MA*
Senior Associate, Operations and Marketing | *Fall 2023 – Fall 2024*

- Partnered with marketing, operations, and creative teams to analyze campaign workflows, track performance, and identify opportunities for automation and process improvement.
- Implemented AI-driven operational workflows that reduced turnaround time by 25% while maintaining quality and accuracy standards.
- Managed vendor coordination and asset production using monday.com and Google Workspace, ensuring clear documentation and timely delivery.

Laura (Riding) Jackson Foundation — *Vero Beach, FL*
Executive Assistant | *Spring 2020 – Fall 2021*

- Built and launched the foundation's first eCommerce platform integrating sales, events, and donations.
- Supported analysis of digital engagement and fundraising performance to inform strategy and optimize user experience.

SKILLS

Data & Analytics: SQL, Excel, R, KPI Reporting, Performance Trend Analysis, Root-Cause Analysis, Data Visualization
Tools: BI dashboards (Sigma or similar), Jira, monday.com, Google Workspace, Adobe Creative Suite, HTML/CSS/JS
Operations & Process: Workflow Optimization, SOP Development, Cross-Functional Execution

EDUCATION

Simmons University — *Boston, MA*
B.S. in Computer Science & Studio Art, Minor in Data Science | May 2023 | GPA: 3.97 | *Summa Cum Laude,* Computer Science Award •Alumni Award •Julia Myerson Trustman Fellowship