

Keerthana Kola

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Junior Analyst with 2+ years of experience delivering automated reporting solutions and data pipelines that improved data accuracy and reduced reporting time across healthcare, nonprofit, and academic institutions. Skilled in SQL, Python, and BI tools to design dashboards, streamline compliance reporting, and support executive decision-making. Proven record of collaborating with cross-functional teams to standardize KPIs, enhance audit readiness, and drive operational efficiency.

EXPERIENCE

Harbor Health Services Inc - *Analyst* (Boston, MA)

Jul 2025 - Present

- Validated and reconciled demographic, insurance, and claims data across **3+ systems**, reducing processing errors by **25%** and improving claims reporting accuracy.
- Analyzed patient payment and coverage datasets, identifying **15% of cases with eligibility gaps** and streamlining billing workflows to improve accessibility.
- Designed and automated weekly operational reports on scheduling, insurance verification, and billing KPIs, cutting manual reporting time by **6 hours/week**.
- Partnered with finance, clinical, and referral teams to standardize patient records, ensuring **100% compliance** with payer requirements and internal reporting standards.
- Conducted routine data quality audits and prepared compliance-ready documentation, reducing audit preparation time by **30%** while strengthening regulatory reviews.

Community Dreams Foundation - *Data Analyst* (Boston, MA)

Jan 2025 - Jul 2025

- Designed and deployed Tableau dashboards that visualized program engagement KPIs, increasing grant report efficiency and improving visibility for board reviews.
- Spearheaded structured data extraction, cleaning, and validation from surveys and logs, raising data quality scores by **20%** within six weeks.
- Delivered ad-hoc reports used in grant applications and strategic planning, directly supporting funding opportunities and helping secure **\$50K+ in grants**.
- Documented and standardized data collection methodologies, reducing reporting inconsistencies by **35%** across programs.

University of Massachusetts - *Data Associate* (Boston, MA)

Feb 2024 - Dec 2024

- Built SLA dashboards and automated reporting templates in Excel, cutting report turnaround time by **40%** and enhancing IT leadership visibility.
- Developed reusable SQL procedures to validate system logs and track license compliance, reducing manual audit efforts by **30%**.
- Maintained SharePoint repositories and version control for dashboards, improving collaboration efficiency across **5+ members**.
- Acted as liaison between developers and operations managers, refining KPI definitions and data models that improved reporting accuracy by **15%**.

EDUCATION

University of Massachusetts Boston - Master's, Information Technology

Dec 2024

- Beta Gamma Sigma Member - **Global honor society for top business students**
- Relevant courses: Predictive Analytics, Data Warehousing, Python Programming
- Certifications: Google Data Analytics (Coursera)

GPA: 4.0

Sreenidhi Institute of Science and Technology - Bachelor's, Electronics and Computer Engineering. Jun 2022

- Relevant courses: Business Development, Machine Learning, R Programming, Database Management system GPA: 3.2

SKILLS

- Languages:** SQL (PostgreSQL, MySQL), Python (Pandas, NumPy), Excel (PivotTables, VLOOKUP, Dashboards)
- BI & Visualization:** Power BI(DAX), Tableau, Looker, Matplotlib, Seaborn, DBMS, MS-Office, R, SAS, Stata
- Databases & Tools:** PostgreSQL, MySQL, AWS (S3, Athena basics), SharePoint, Git, JIRA
- Concepts:** Data Cleaning, KPI Reporting, Data QA, ETL, A/B Testing, Dashboard Development, Data mining, EPIC
- Core Strengths:** Stakeholder Reporting, Process Optimization, Data Documentation, Cross-functional Collaboration