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Executive Assistant

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COVER LETTER

I am excited to submit my application for the Data Analyst position because I believe I would make a valuable addition to your team.

My 7 years with On Lok have been more than just a job; they have been a journey of growth and discovery. Working in Administration, I have gained a deep understanding of our organization's strategies, and it's this experience that ignited a genuine passion for data analytics. I am deeply enthusiastic about the challenge of diving into data, finding the stories within it, and bringing those insights to light in ways that make a real difference. In my role, I work with relational databases to analyze data. Each project has been a learning opportunity, and while I'm skilled in various BI tools, Power BI and Tableau feel like second nature to me. These tools have allowed me to show flexibility, finding ways to share insights that drive the decisions of the people I support.

Beyond gathering data, I've been tasked to design tools, reports, and dashboards for my department's directors. This has pushed me to think creatively and sharpen my technical skills. Combining these skills with my understanding of our health programs has allowed me to add value in a way that feels deeply aligned with On Lok's mission. I believe data-driven decision-making is not just a tool, but a philosophy that is essential to building a stronger, more productive organization.

Most importantly, my Masters' in Business Intelligence and Data Science gives me a solid foundation in data strategy and business processes, which lets me bridge the technical and human sides of data analytics. I aim to present data in ways that not only inform but also resonate with people. My ability to adapt to changing priorities means I can bring flexibility to any project, ensuring that I can handle multiple tasks in a fast-paced work environment.

I am confident that my skills and experience align well with the requirements of the Data Analyst position. I am excited about the opportunity to join your team and contribute to your mission. Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to your company.