NASIM AALEMI

DATA ANALYST

CONTACT

(202) 674-8103

nasim.aalemiusmc@gmail.com

https://www.linkedin.com/in/nasim-aalemi-a578a587/

SKILLS

- Proficient in programming languages: Python, R, STATA, MATLAB, SQL
- Proficient in Data Visualization tools: Tableau, Power BI, Looker Studio, and MS Excel
- Management tools: JIRA, Microsoft Project
- PROFICIENT IN MICROSOFT OFFICE
- SPOKEN LANGUAGES
  English (Fluent)
  Persian Farsi/Dari (Native)
  Pashto (Native)
  Arabic (Proficient)

PROFILE

Experienced Senior Data Analyst with a Master's degree in Data Science from the University of Maryland, currently serving as the Data Analyst for the Baltimore City Public Schools. Skilled in data analytics, visualization, database management, organization, and problem-solving. Multilingual and adept in cross-cultural communication. Supported military projects for the U.S. Marine Corps and the U.S. Department of State in Afghanistan, earning commendations from senior Marine Corps officers for integrity and clear, effective communication under the most difficult situations.

EXPERIENCE

Data Analyst – Knowledge Management at Baltimore City Public Schools

Baltimore City, Maryland
May-2025 to Present

- Lead project planning, timelines, and KPIs for special education data management.
- Ensure compliance with federal, state, and local reporting requirements.
- Maintain and improve recurring reports; validate data and track trends across schools.
- Analyze data to identify issues and recommend technical support, training, and policy updates.
- Design custom reports, monitoring tools, and corrective action plans for schools and programs.
- Provide statistical analyses and performance data for leadership decisions and public reporting.
- Introduce automation and process improvements to reduce errors and streamline workflows.
- Partner with stakeholders to strengthen data systems, enhance reporting quality, and drive continuous improvement.

Senior Data Analyst and MDH Data Inventory Manager at Maryland Department of Health

Baltimore, Maryland
June-2021 to May 2025

- Gathered and integrated data from multiple sources into databases; managed storage in SQL Server with administration tasks (access, backup, recovery, and maintenance).

EDUCATION

University of Maryland, Baltimore County
2023-2025

Master's in data science, Cumulative GPA 4.0

University of Maryland at College Park
2015-2019

B.S. in Economics, Cumulative GPA 3.12

Dean's List for Spring 2015 & 2019

CLEARANCE

Active Secret Clearance from the Department of Defense (DoD)
Awarded in 2021

Active Public Trust Clearance 5C (Mod) from the Department of Education (DoE)
Awarded in July 2020

CERTIFICATE

Structured Query Language (SQL)
Awarded in March 2021

Python Program Language
Awarded in April 2020

R Program Language
Awarded in June 2019

• Built and maintained interactive dashboards and reports using Power BI, Tableau, Looker Studio, and other visualization tools.

• Conducted data analysis (aggregation, reshaping, filtering, calculated fields) to identify trends, patterns, and anomalies; produced summaries, graphics, and presentations.

• Administered the Maryland Department of Health (MDH) Data Inventory project, managing 250+ data systems annually, coordinating workgroups, and developing the MDH Data Inventory dashboard.

• Performed data extraction, transformation, and loading (ETL) with SQL, Apps Script, Visual Studio, and SSIS; automated workflows with Python and SQL.

• Monitored and improved data accuracy and quality through validation, cleaning, and preprocessing (handling missing values, outliers, duplicates).

• Applied statistical methods and machine learning to build predictive models and perform hypothesis testing.

• Conducted exploratory analysis for MDH Overdose program dashboards.

• Created process and systems diagrams with Microsoft Visio and SPARX Enterprise Architecture.

• Collaborated with cross-functional teams to translate business needs into analytical solutions; provided training on tools, best practices, and analytical techniques.

IT Data Analyst at Guidehouse Inc.

MacLean, Virginia
March-2021 to June-2021

• Acquired government secret clearance and worked on Department of Defense (DoD) projects.

• Administered DoD systems relevant to financial statement audits for the Under Secretary of Defense (Comptroller) OUSD(C).

• Utilized ADVANA and other DoD databases to revise and quality check the OUSD(C) FAIR Systems Database (FSD) records.

• Designed, built, and maintained key periodic reports, interactive dashboards, and analyses using Web Analytics tools, Power BI, Tableau, and other reporting and visualization tools.

• Evaluated and assessed FSD database management IT solutions.

• Prepared and presented reports, analyses, and presentations to various stakeholders.

• Identified issues to support risk management.

Data Analyst / Project Manager at Optimal Solutions Group LLC

College Park, Maryland
June-2019 to March-2021

• Manipulated large datasets for various projects using programming languages such as R, STATA, and SQL.

• Utilized SQL, MATLAB, STATA, and R in extracting and analyzing complex, high-volume, high-dimensional datasets.

• Administered multiple data collection projects for the Centers for Medicare & Medicaid Services (CMS), the Small Business Administration (SBA), and the U.S. Department of Education.

• Communicated effectively with clients during weekly/monthly meetings.

• Prepared high-quality reports for SBA and CMS data collection projects.

• Created booklets for NAEP using NAEP Data Explorer (NDE).

• Collaborated effectively with project team members.

Data Analyst at the University of Maryland

College Park, Maryland
September-2017 to December-2017

• Researched, analyzed, and synthesized data reports for 100 undergraduate and graduate students.

• Analyzed data on more than 100 applications collected from undergraduate and graduate students.

• Analyzed data across multiple databases to ensure accuracy and alignment of data.

Project Manager/Film Translator at Daylight Factory LLC

Seattle, Washington and Kabul, Afghanistan
February-2013 to January-2014 (Kabul)

April-2015 to August-2015 (Seattle)

• Managed the film project "Angels Are Made of Light."

• Credited on IMDb as Sound Unit Director/Assistant Director for the film *Angels Are Made of Light*.

• Managed film characters' logistics, budget, and operational affairs including travel arrangements in the U.S. and overseas.

• Managed multiple photography projects in Kabul, Afghanistan.

• Managed in-person partners' meetings and prepared meeting agendas.

• Translated documentary film materials from Persian (Dari) and Pashto into American English for film "Angels Are Made of Light."

• Offered in-country support and managed filming sites.

• Assisted the film director with surround sound recordings and managed film characters' in-person interviews.

Lead Translator at U.S. Department of State and Mission Essential Personnel LLC

Helmand Province, Afghanistan
March-2009 to January-2012

• Managed and prepared daily assignments schedules for groups of 10 translators.

• Created daily and weekly reports for U.S. Marines officers regarding translators' duties.

• Translated documents from English to Persian (Dari) and/or Pashto and vice versa.

• Advised U.S. Marine officers about the local culture and religious customs including information about who could enter mosques, etc.