

OYINLOLA SARAH ADEDEJI

Lagos State, Nigeria

Lolaadedeji27@gmail.com | 09133581332 | [Portfolio](#) | [Linkedin](#)

PROFESSIONAL SUMMARY

Data Analyst with a strong foundation in data analysis and reporting, specializing in people metrics such as hiring, engagement, and retention. Proficient in SQL, Power BI, and Excel, with experience creating dashboards and delivering actionable insights to leadership. Skilled in cross-functional collaboration, process optimization, and effective communication with diverse stakeholders. Experienced in working remotely, utilizing virtual collaboration tools to maintain productivity and seamless communication. Passionate about leveraging data to solve challenges, improve processes, and drive business growth in dynamic environments.

SKILLS

Technical skills: Data Analysis | Data Cleaning | Data Visualization | Data Validation | Business Intelligence | Story Telling | Problem solving

Soft Skills: Teamwork | Effective Communication | Critical Thinking | Human Relations | Multitasking | Research | Time Management | Presentation

TOOLS

Microsoft Excel | Power BI | Microsoft SQL Server | Microsoft Office Packages

PROJECTS

HR SALARY ANALYSIS

- **Objective:** Analyzed salary distribution and benefits allocation to identify discrepancies and inform HR strategies for improved employee satisfaction and retention.
- **Tools Used:** Excel (Pivot Tables, VLOOKUP), Power BI (visualizations for salary trends).
- **Outcome:** Uncovered key factors affecting salary disparities among departments, leading to actionable recommendations for budget adjustments and role evaluations.

CECE'S CYCLING SERVICE

- **Objective:** Developed key performance metrics to analyze revenue trends, profit margins, and rider demographics for a cycling service business and aid stakeholders in deciding were or not to increase prices.
- **Tools Used:** SQL Server (CTE, LEFT JOIN for data aggregation), Power BI (interactive dashboards for visualization).
- **Outcome:** Provided insights indicating positive elasticity of demand, suggesting that strategic price increases could lead to higher demand, thereby informing revenue management strategies in the shared economy.

DANO AIRLINES – PASSENGER SATISFACTION INSIGHTS

- **Objective:** Conducted a customer satisfaction analysis to evaluate factors impacting passenger experiences based on survey data.

- **Tools Used:** SQL (data transformation and analysis), Power BI (visualizations including KPIs and multi-dimensional bar charts).
- **Outcome:** Identified that optimizing check-in services and minimizing delays could enhance customer satisfaction, leading to potential policy adjustments that could improve overall service quality.

VIDEO GAME SALES ANALYSIS

- **Objective:** Analyzed video game sales data to uncover trends in sales performance across different platforms and demographics.
- **Tools Used:** Excel (data analysis, visualizations using charts and graphs).
- **Outcome:** Delivered insights on sales trends, helping stakeholders understand market dynamics and informing marketing strategies for targeted customer outreach.

GLOBAL SUPERSTORE PROJECT

- **Objective:** Analyzed sales performance data across various categories and regions to identify growth opportunities and optimize inventory management.
- **Tools Used:** SQL (for data extraction and analysis), Power BI (to create comprehensive dashboards displaying sales performance metrics).
- **Outcome:** Provided a detailed overview of sales patterns, leading to actionable insights for inventory optimization and targeted marketing efforts, potentially increasing overall sales revenue.

WORK EXPERIENCE

ACCENTURE NORTH AMERICA DATA ANALYTICS AND VISUALIZATION JOB SIMULATION ON FORAGE

Sept. 2024

Data Analyst

- Analyzed 7 datasets to advise a social media client on improving content strategy.
- Cleaned, modeled, and presented data-driven insights using PowerPoint, driving informed decision-making.
- Recommended strategies based on data trends, contributing to improved engagement metrics.

EXCELERATE

Jun. - Jul. 2024

Data Visualization Associate [Intern]

- Worked remotely to collaborate with team members across departments, utilizing Microsoft Teams to ensure seamless communication and productivity.
- Cleaned and validated data for exploratory data analysis
- Collaborated with team members to create EDA reports and visualizations
- Derived insights from data and presented findings

3C HUB BRAND MANAGEMENT LIMITED HR Officer

Jan. 2023 - Present

- Updated and maintained recruitment data, ensuring accuracy and integrity for reporting purposes.
- Tracked recruitment metrics, including applicant flow and time-to-hire, to provide actionable insights for management.
- Collaborated with team leads to identify hiring trends and support strategic workforce planning.
- Created and implemented HR policies and procedures
- Analyzed recruitment processes and tracked key metrics

- Developed and maintained databases for HR data
- Prepared departmental presentations and reports
- Conducted interviews and aided in remuneration procedures
- Drafted policies for the company

DOUGHMAN FOODS LIMITED

Nov. 2022

Intern

- Curated a system to track Company's inventory
- Carefully audited Inventory.
- Creative research
- Performed customer service duties.

RAINBOW CONSULT

Aug. 2022- Dec. 2021

Intern

- Worked remotely to collaborate with team members.
- Researched and developed Capacity Building module for staffs of clients.
- Worked with the project management team to plan and execute strategies for clients.
- Produced accurate and timely reports on program status throughout its life cycle.
- Implemented and managed changes and interventions to achieve project goals.
- Performed administrative duties when needed.
- Used problem solving skills to find a solution to arising challenges.

EDUCATION

UNIVERSITY OF GHANA

Sept. 2018- Sept. 2022

Bachelor of Science in Administration, Accounting Major

CERTIFICATION

WOMEN TECHSTER BOOTCAMP 3.3

Certification in MS Excel and Power BI

DIGITALEY DRIVE

Certification in MS Excel, SQL and Power BI

JOBBERMAN /PROPEL SOFT SKILL CLASS

Certification in Soft Skills

VOLUNTEER EXPERIENCE

SMASH GHANA

Jan. - Mar. 2021

Smash Ghana's Brand Ambassador in the University of Ghana