Rahima Waheed

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EDUCATION

Wartburg College, Iowa – Bachelor's in *Computer Information Systems*   **Graduated By: May 2024**

- **Dean's List: Valedictorian of Class of 2024**
- **Awards:** Davis Scholar, Leadership And Organization Award Winner.
- Awarded with Educational & Cultural Affairs Award from **Senator Kennedy Lugar** for representing South Asian community

Relevant Courses: Financial Accounting, Information Systems, Systems Analysis, Information Resource Management, Statistical Methods, OOP and Data Structures, Data Wrangling and Visualization, Business Law, Marketing Analysis, Journalism and Communication, Philosophy, Race and Ethnicity in the US Culture, Sociology and Social Welfare, Gender Studies.

WORK EXPERIENCE

Data Analyst   **September 2024 – Current**
Success Academy Charter Schools   *New York, New York*

- Analyzed performance data for 2,000+ students using advanced Excel formulas, macros, and Google Sheets scripts, uncovering actionable trends that guided faculty decisions and improved student outcomes.
- Optimized SQL queries on 500K+ academic and operational records within the ESD and SQLite database, reducing dashboard runtime by 40% equipping school leaders and administrators accelerating data-driven decisions.
- Automated reporting and scheduling workflows with Google Apps Script bots, saving 2+ hours.
- Orchestrated 10+ project workflows via Trello and Slack, achieving 90% data accuracy producing models for leadership.

Technical Analyst   **May 2022 – June 2024**
Vogel Library   *Waverly, IA*

- Optimized digital resource workflows by coordinating cataloging and access management projects in Asana and automating metadata processes in HubSpot CRM, ensuring 99% satisfaction among faculty and student users.
- Resolved inefficiencies in operational reporting by designing automated workflows with Excel (Power Query, VBA) and Google Sheets, streamlining analysis and boosting decision-making accuracy by 25%.
- Engineered solutions for recurring device network issues across 50+ systems, increasing application accessibility 30%.
- Designed dashboards in Power BI, maintaining Access databases, improving patron data visualization efficiency 20%.

Operations Analyst Intern   **June 2023 – August 2023**
Global Atlantic Financial Group   *Des Moines, IA*

- Facilitated advanced insurance data analysis with Excel (PivotTables, VBA), SQL, and R, resolving operational bottlenecks, optimizing processes by 20%, and strengthening decision-making efficiency by 12%.
- Examined fraud in insurance policies and ran GIACT searches, delivering 100% compliance in regulatory reporting.
- Enhanced workflows with Jira and SharePoint, improving efficiency 18% and reducing reporting turnaround 20%.
- Accelerated project timelines 15% through streamlined task management in Asana, Confluence, Salesforce, and Workday, driving stronger cross-team collaboration.

PROJECTS

Women's Tech Literacy Initiative | *Independent Pro*   **2024**

- Engineered and facilitated digital literacy workshops for women from underrepresented and conservative communities, delivering training in Excel, SQL fundamentals, and online research methods.
- Equipped 15+ participants with practical technical skills and empowered them to leverage technology for scholarship applications, academic success, and career advancement.

Hadoop & MapReduce | *Information Resource Management*   **December 2023**

- Assessed 50+ airline time delays and employee performance using SQL, Python, and Hadoop for storage and analysis.
- Enhanced accuracy of data inputs with 95% efficiency, achieving 30% faster output than expected through SQL.

TOOLS & SKILLS

Language & Database Management: Python (Proficient), R, SQL, Linux/Bash scripting, Jupyter Notebook, RStudio, Visual Studio Code, SQLite, MySQL, Hadoop, MapReduce.
Data Analysis & Visualization: PowerBI (Proficient), Excel, Google Sheets, SQL Server, DB Browser, Access.
Project Management Tools: Jira, Confluence, Trello, Asana, Salesforce, HubSpot CRM, Slack, Workday, SharePoint, Microsoft Teams, Outlook.

LICENSES & CERTIFICATIONS

Udemy SCRUM + FCAS Certification   **July 2024**
Microsoft Azure Fundamentals Certification   **May 2024**