Lena Kim

Reporting Analyst
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Summary

Reporting Analyst with 2+ years supporting PMO reporting in Agile environments. Comfortable with **Power BI**, **Jira** dashboards, and documenting SOPs/training. Limited **PowerApps** experience; basic **Power Automate**.

Core Skills

Power BI (DAX basics), Power Query, Jira/JQL, Confluence, ServiceNow (reports), SharePoint, Excel, Python (intro), Power Automate (intro).

Experience

Reporting Analyst — NorthSound PMO (Seattle, WA) | 2023–Present

- Built standard Jira project dashboards and published Power BI reports to workspaces.
- Helped coordinate PI Planning logistics and access request queues.

Project Coordinator — Evergreen Tech | 2021–2023

- Managed Agile ceremonies, prepared status packs, maintained SOPs.

Education

B.A., Business Administration — University of Washington