John Doe

Data Analyst Assistant

Detail-oriented junior data analyst with two years of experience in data analysis, report creation, and visualization. Proficient in SQL, Tableau, and advanced Excel, with a proven ability to identify trends and present actionable insights. Passionate about using data to solve business problems and improve operational efficiency.

CONTACT INFORMATION

- 📞 (123) 789-4560
- ✉ email@example.com
- Portfolio
- City, ST

KEY SKILLS

- Data cleaning and preparation
- Data visualization
- SQL
- Statistical analysis
- Tableau

EDUCATION

Bachelor of Science (B.S.) Statistics | May 2021 University of Data Science | City, ST

PROFESSIONAL EXPERIENCE

DATA ANALYST ASSISTANT | DATAMETRICS, CITY, ST | JUNE 2021 TO PRESENT

- Automated monthly sales reports using SQL, reducing report generation time by 25%
- Analyzed customer satisfaction data and identified key trends, leading to a 15% improvement in satisfaction rates
- Designed and maintained Tableau dashboards, visualizing key performance indicators (KPIs) for sales and marketing teams

INTERN | INSIGHT SOLUTIONS, CITY, ST | JANUARY 2021 TO MAY 2021

- Supported senior analysts in cleaning and organizing datasets for projects
- Conducted preliminary statistical analysis to aid decision-making for marketing campaigns
- Prepared ad-hoc reports for multiple departments, ensuring data accuracy and usability