



Phone: (555) 234-5678

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EXPERTISE SKILLS

- SQL
- Excel
- Python
- Data Quality Assurance
- Financial Analysis
- Reporting

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Economics, University of Financial Studies, 2019

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

DATA QUALITY ANALYST

Detail-oriented Junior Data Analyst with a strong focus on data quality and reporting. I have a background in economics and a passion for transforming raw data into meaningful insights that drive business strategy. My experience includes managing and analyzing datasets, creating detailed reports, and implementing data quality checks to ensure accuracy.

PROFESSIONAL EXPERIENCE

Quality Data Services

Mar 2018 - Present

Data Quality Analyst

- Performed data validation checks to ensure accuracy and completeness
- Utilized Excel for data analysis and reporting
- Collaborated with teams to develop data quality standards
- Created documentation for data processes and quality checks
- Assisted in the implementation of data governance policies
- Trained staff on data entry best practices

Finance Solutions Group

Dec 2015 - Jan 2018

Junior Data Analyst

- Analyzed financial data to support budgeting and forecasting
- Developed financial models to assess project viability
- Created and maintained dashboards for financial reporting
- Collaborated with finance teams to identify trends and variances
- Conducted variance analysis to explain discrepancies
- Presented financial insights to stakeholders for strategic planning

ACHIEVEMENTS

- Improved data quality metrics by 40% through enhanced validation processes
- Streamlined reporting processes, reducing time spent by 30%
- Recognized for outstanding contributions to financial analysis projects