



SUMMARY

Experienced Data Analyst with 2+ years of hands-on experience in SQL, BI tools, and automation, specializing in dashboard creation, reporting, and process optimization. Proficient in SQL, Python, Excel (VBA, Power Query, Pivot Tables, Macros), Power BI, and Power Automate, with a strong focus on improving data workflows and accuracy. Skilled in collaborating with cross-functional teams to deliver actionable insights for informed decision-making. Seeking to apply expertise in business intelligence and data analysis to drive operational efficiency and support organizational goals.

EDUCATION

Polk State College

Associate Degree In Liberal Arts
2021 - 2022

Polk State College

Associate In Science Computer Systems and
Business Analysis
2022 - 2023

Polk State College

Bachelor of Applied Science in Business
Information Technology
2023 - 2025

SKILLS

- Programming & Tools:** SQL, Python, Excel (VBA), SAS, Power BI, Power Automate, MS Access
- Data Analysis:** Root-Cause Analysis, Statistical Modeling, Trend Analysis
- Process Improvement:** Workflow Automation, SOP Development, Dashboard Design
- Domain Knowledge:** Financial Reporting, Inventory Management, Legal Data

PROFESSIONAL EXPERIENCE

Reporting Analyst

Consumer Portfolio Services | 2024 - Present

- Automated financial report generation using Excel VBA, reducing manual effort by 30% and enabling faster decision-making for executive teams.
- Utilized Power Query, Pivot Tables, and Macros to streamline data transformation and improve reporting accuracy.
- Implemented Power Automate workflows to enhance process efficiencies and automate repetitive manual tasks, improving turnaround time.
- Designed interactive dashboards to visualize financial trends, supporting strategic planning for Collections and Asset Recovery departments.
- Utilized SQL to efficiently query and analyze financial databases, ensuring accurate and timely reporting for decision-making

Database Analyst

Office of the State Attorney, 10th Judicial Circuit | 2023 - 2024

- Developed Python scripts to automate recurring data reports, improving turnaround time by 40% and ensuring accuracy for client-related insights.
- Performed database and query tuning, reducing execution times by up to 50% through indexing strategies, query refactoring, and performance monitoring.
- Utilized Crystal Reports for legal data visualization and reporting, ensuring compliance with state regulations and enhancing case tracking accuracy.
- Administered and optimized Microsoft SQL Server and Azure SQL databases, ensuring high availability and performance for 200+ users.
- Conducted data integrity checks and anomaly detection to identify inconsistencies in large datasets and ensure accurate reporting.