SKILLS

Data Visualization Tools

Data Governance Frameworks

Data Integrity Analysis

Tableau

Sql

INTERESTS

★ Surfing   ◉ Martial Arts

♡ Community   ⚇ Blogging
  Service

STRENGTHS

⏳ Patience   ⚠ Perseverance

📅 Planning   ⚙ Positivity

LANGUAGES

80%   80%   80%

English   Polish   German

ACHIEVEMENTS

★ Implemented a data governance framework that improved data accuracy by 30%.

★ Led a project that streamlined data reporting processes, reducing delivery time by 25%.

MIA TAYLOR
Data Management Analyst

✉ support@qwikresume.com   ☎ (123) 456 7899   ⦿ Los Angeles

🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

Accomplished Data Management Analyst with 5 years of robust experience in data integrity, governance, and advanced analytics. Proficient in developing data frameworks and executing quality assurance processes that enhance operational workflows. Skilled at transforming complex datasets into strategic insights, empowering data-driven decisions to optimize business performance.

🛠 WORK EXPERIENCE

Assistant Data Management Analyst
📅 Jan / 2022-Ongoing

WidgetWorks Inc.
📍 Denver, CO

1. Supported data management initiatives at the Naval Surface Warfare Center, enhancing data integrity for 900 contractors.
2. Developed and maintained a classified inventory control system, ensuring compliance with security protocols.
3. Created and updated media tracking logs to monitor sensitive information effectively.
4. Conducted quarterly audits of data security systems, ensuring compliance with established standards.
5. Managed the Non-Disclosure Statement database to maintain confidentiality and data integrity.
6. Coordinated the generation of Non-Disclosure Agreements for personnel with top security clearance.
7. Ensured compliance with data sanitization protocols before facility access, enhancing security measures.

Data Management Analyst
📅 Jan / 2020-Jan / 2022

Crescent Moon Design
📍 Portland, OR

1. Analyzed delivery data to produce metrics that highlighted trends and informed decision-making.
2. Administered access to data systems, ensuring compliance with security regulations.
3. Developed and documented procedures for data processing and reporting, improving operational efficiency.
4. Collaborated with cross-functional teams to enhance data collection methods and reporting accuracy.
5. Generated reports that contributed to strategic planning and operational improvements.

🎓 EDUCATION

Bachelor of Science in Information Systems
📅 Jan / 2018 - Jan / 2020

University of Washington
📍 Chicago, IL

Focused on data management, analytics, and information security.