YOUR NAME

BI DATA ANALYST

[City, State] | (202) 555-0100 | your.name@example.com | Portfolio (demo)

PROFESSIONAL SUMMARY

BI analyst with experience using SQL, Power BI, Excel, and data-quality checks to maintain recurring dashboards, KPI reporting, and ad hoc analysis for operations and finance teams.

TECHNICAL SKILLS

SQL, Power BI, Excel, Data modeling; Dashboard maintenance, KPI reporting, Data validation, Stakeholder requirements

PROFESSIONAL EXPERIENCE

BI Analyst | [Employer Name] | [City, State] | [Month Year] - Present

- Write SQL queries for recurring operational and finance reports and investigate discrepancies before publication.
- Maintain Power BI dashboards and document measure definitions with business owners.
- Translate reporting requests into data requirements and clarify metric logic before building new views.
- Review source-data changes and update transformations when upstream fields or definitions change.
- Built clear charts and tables with labels that helped nontechnical readers interpret the findings.
- Documented source tables, filters, and metric definitions so recurring reports could be reproduced consistently.
- Built 11 Power BI KPI dashboards for distribution and finance leaders, reducing weekly manual reporting time by approximately 8 hours.
- Developed SQL reconciliation checks across three operational sources, cutting recurring metric discrepancies by 28% over two quarters.
- Standardized 24 DAX measures and reporting definitions, shortening stakeholder review cycles from three days to one.
- Added data-quality checks for missing records and unexpected totals before routine report refreshes.

[Previous Position Title] | [Employer Name] | [City, State] | [Month Year] - [Month Year]

- Consolidated weekly CSV and SQL extracts and flagged inconsistent records before reports were sent to business teams.
- Helped document operational KPIs, date filters and source definitions for recurring reporting.
- Validated spreadsheet formulas against source queries and summarized anomalies for senior analysts.
- Prepared short insight summaries and charts to help supervisors interpret results and open data questions.

PROJECTS

Distribution Performance Reporting

- Developed a SQL-to-Power BI reporting workflow for service levels, inventory exceptions and month-end comparisons; documented source lineage and 24 reusable measures.
- Documented data sources, transformation decisions, metric definitions, validation checks and limitations so stakeholders could reproduce the analysis.

EDUCATION

[Degree or Training] | [Institution] | [Year]