[FULL NAME]

Data Analyst | SQL · Power BI · Python

[City, Country] | [Phone] | [Email] | [LinkedIn / Portfolio]

PROFESSIONAL SUMMARY

Data analyst with [X] years turning [sales / operations / customer] data into decisions. Built [X] dashboards used by [teams], and uncovered [insight] that [saved / earned] [X]. Strong in SQL, BI, and stakeholder communication.

WORK EXPERIENCE

Data Analyst | [Company] | [MM/YYYY] – Present

- Built [X] Power BI dashboards replacing [X] manual reports, saving [X] hours per week for [team].
- Identified [insight] in [dataset], leading to a [X]% improvement in [KPI].
- Wrote optimized SQL on [X]M-row tables, cutting report refresh time from [X] to [X] minutes.

Junior Analyst | [Previous company] | [MM/YYYY] – [MM/YYYY]

- Cleaned and validated [X] data sources, raising data accuracy to [X]%.
- Presented weekly KPI reviews to [stakeholder group].

EDUCATION

B.Sc. Statistics / Information Systems / Business | [University] | [Year]

SKILLS

Analysis: SQL, Python (pandas), Excel (Power Query, pivot), A/B testing

BI & Visualization: Power BI, Tableau, DAX, Looker Studio

Data Platforms: PostgreSQL, BigQuery, Azure Synapse, ETL basics

CERTIFICATIONS

Microsoft Certified: Power BI Data Analyst (PL-300) | [Year]

[Google Data Analytics / other]

SELECTED PROJECTS

[Project] – question asked, data used, method, decision it informed.

KEYWORD CHECKLIST (DELETE BEFORE SENDING)

Use the exact wording from the job post where true for you: SQL, Power BI, Tableau, data visualization, dashboard, KPI, ETL, statistical analysis, stakeholder reporting, data cleaning.