





John Doe

Junior Data Analyst

Detail-oriented junior data analyst with two years of experience in data analysis, report creation, and visualization. Proficient in SQL, Tableau, and advanced Excel, with a proven ability to identify trends and present actionable insights. Passionate about using data to solve business problems and improve operational efficiency.

CONTACT

-  (123) 456-7890
-  email@example.com
-  Portfolio
-  City, ST

EDUCATION

Bachelor of Science (B.S.)
Statistics in City, ST
University of Data Science
May 2021

KEY SKILLS

- Data cleaning and preparation
- Data visualization
- SQL
- Statistical analysis
- Tableau

PROFESSIONAL EXPERIENCE

Data Analyst Assistant | DataMetrics, City, ST
June 2021 – Present

- Automated monthly sales reports using SQL, reducing report generation time by 25%
- Analyzed customer satisfaction data and identified key trends, leading to a 15% improvement in satisfaction rates
- Designed and maintained Tableau dashboards, visualizing key performance indicators (KPIs) for sales and marketing teams

Intern | Insight Solutions, City, ST
January 2021 – May 2021

- Supported senior analysts in cleaning and organizing datasets for projects
- Conducted preliminary statistical analysis to aid decision-making for marketing campaigns
- Prepared ad-hoc reports for multiple departments, ensuring data accuracy and usability