## Data Analyst Resume Sample 1

**Russell Dixon**

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### A. Summary

I am an expert data analyst who is seeking a position within Company ABC. By utilizing my analytical thinking as well as my very relevant expertise, I plan on helping your organization both comprehend and achieve its long-term goals. I am a hard worker, not afraid of putting in long hours and doing what is best for the company’s future.

### B. Work Experience

* **2010 – Present – Gemini Associate Corporation, Toadlena, New Mexico**

**Responsibilities**: Administered the Wholesale Department and its pricing tools. Communicated on a daily basis with the product managers to ensure that the pricing was up to date. Developed price books for sole custom so as to meet every customer’s extensive format and their market needs. Designed priced books for every client as per their specific wishes and requirements such as location or speed. Assisted product by developing multifaceted bids.

**Achievements**: Expertly performed daily checks of all the systems until there were no more errors. Implemented a new functional system for extracting and then presenting data to colleagues and project managers, which helped reduce the time spent before on this process with traditional methods.

* **2005 – 2010 – Rollo Enterprises, Toadlena, New Mexico**

**Responsibilities**: Analyzing the raw data, drawing the correct conclusions based on it and coming up with recommendations for the future. Manipulated, cleaned, and processed all batches of data using SQL, Excel, and Access. Liaised with third party suppliers and end users. Performed data entry, auditing of the data, created reports and monitored the business data for accuracy and errors.

### C. Education and Academic Achievements

* Graduated from the Texas State University in 2004 with a BSc (Hons) in Mathematic Science with Statistics

### D. Job Related Skills

* Outstanding ability to lead a multi-disciplinary group, such as Sales, Operations, Finance, Engineering, Purchasing, Project Management, Help Desk, Regulatory Matters, Legal, and Network Planning.
* Excellent communication and interpersonal skills
* Outstanding skills for presentations, both written and orally
* The ability to work on multiple tasks and projects at the same time

### E. General Traits

* Team player
* Rapid learner
* Able to work long hours and putting in 110% for the job
* Attention to detail
* Very good understanding of dimensional, relational, and object databases
* Prolonged exposure to data/MIS warehouse applications.