

[Full Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Data-driven **Business Intelligence Analyst** with [X+] years of experience transforming raw data into actionable insights for [industry/industries]. Proven track record in **designing dashboards, building ETL workflows, and optimizing reporting** to support executive decision-making. Adept at partnering with cross-functional stakeholders to define KPIs, uncover growth opportunities, and improve operational efficiency. Skilled in **SQL, BI visualization tools, and data modeling** with a strong focus on accuracy, scalability, and business impact.

PROFESSIONAL EXPERIENCE

[Senior Business Intelligence Analyst] | [Company Name]

[Month YYYY] – Present | [City, State]

- Led end-to-end development of [enterprise BI dashboards] in [Power BI/Tableau/Looker], consolidating data from [X+] systems and reducing manual reporting time by [~40%] for [department/executive team].
- Designed and optimized complex SQL queries and views on [data warehouse platform, e.g., Snowflake/Redshift/BigQuery], improving dashboard refresh performance by [X%] and ensuring accurate KPI calculations across [sales/operations/finance] domains.
- Partnered with [sales, marketing, and finance leaders] to define standardized KPI frameworks and self-service reporting, enabling data-driven decisions that contributed to a [X%] increase in [revenue/conversion rate] and [X%] reduction in [operational costs/lead time].

[Business Intelligence Analyst] | [Previous Company Name]

[Month YYYY] – [Month YYYY] | [City, State]

- Developed and maintained a suite of recurring reports and interactive dashboards in [Tableau/Power BI] for [operations/customer success], providing visibility into [pipeline health, churn drivers, service levels] and improving forecast accuracy by [X%].
- Built automated ETL workflows using [SQL/SSIS/Alteryx/Apache Airflow] to integrate data from [CRM, ERP, marketing automation] systems into a centralized reporting layer, reducing data latency from [X days] to [Y hours].
- Conducted ad-hoc deep-dive analyses on [customer behavior/product usage] to identify trends and root causes, presenting findings and recommendations to senior stakeholders that drove [specific initiative] and yielded a [X%] improvement in [key metric].

EDUCATION

[Bachelor of Science in Business Analytics] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- Relevant coursework: [Data Warehousing], [Business Intelligence Systems], [Statistics], [Data Mining], [Database Management].

[Certification in Data Analytics / BI Tool] | [Issuing Organization]

[Month YYYY]

- Focus on [Power BI/Tableau/Looker], including data modeling, DAX/calculated fields, and dashboard design best practices.

SKILLS

Technical

- SQL (joins, CTEs, window functions, query optimization)
- BI Tools: [Power BI], [Tableau], [Looker], [Excel/Google Sheets]
- Data Modeling & Warehousing: [Star/Snowflake schema], [ETL/ELT concepts]
- Databases: [SQL Server], [PostgreSQL], [Redshift/Snowflake/BigQuery]

Analytics

- KPI design, dashboard storytelling, and performance measurement
- Descriptive & diagnostic analysis, cohort and trend analysis

- Data validation, quality checks, and reconciliation methods

Business & Soft Skills

- Stakeholder management and requirements gathering
- Translating business questions into analytical solutions
- Clear data visualization and presentation skills
- Cross-functional collaboration and influencing without authority

PROJECTS

[Executive KPI Dashboard Initiative] | [Internal Project]

[Month YYYY] – [Month YYYY]

- Designed and implemented a consolidated executive KPI dashboard in [Power BI/Tableau] covering [revenue, pipeline, churn, and operational SLAs], enabling leadership to monitor performance in real time.
- Defined metric logic and data lineage documentation, ensuring consistency across teams and reducing reporting discrepancies by [X%].

[Customer Retention & Churn Analysis] | [Analytics Project]

[Month YYYY] – [Month YYYY]

- Analyzed [customer lifecycle and product usage] data using SQL and [BI tool] to identify leading indicators of churn and high-value customer behavior.
- Delivered recommendations that informed [targeted retention campaigns/feature enhancements], contributing to a measured [X%] improvement in customer retention over [N months].