

Data Analyst Resume

Resume template / DOCX, Google Docs, text-based PDF

Best for

Data analysts, BI analysts, reporting specialists, and analytics associates

Summary

A metrics-first resume for analysts who need to show business context, data quality judgment, dashboard ownership, and decision support.

Sample Skills

- SQL
- Excel
- Tableau or Power BI
- Data quality
- Dashboard design
- Stakeholder reporting

Sample Impact Bullets

- Built executive dashboard combining 6 source tables and reducing recurring manual reporting by 11 hours per month.
- Improved forecast accuracy by cleaning historical inputs, documenting assumptions, and validating outliers with business owners.
- Partnered with operations and finance teams to define KPIs, refresh cadence, and exception flags for weekly reviews.