

[Full name]

Junior Data and Reporting Analyst | Strikeforce AMC

Mount Waverley, Melbourne VIC (Hybrid) | [Australian mobile] | [Email address]

Fictional resume example. All credentials, experience and results are illustrative.

Professional profile

Early-career data analyst with two years of combined placement and part-time experience maintaining campaign reports in Excel, Power BI and SQL. Comfortable gathering client requirements, validating quantitative and qualitative inputs, reconciling outputs and presenting clear recommendations to technical and non-technical stakeholders. Brings practical T-SQL, PostgreSQL and dashboard experience, careful meeting follow-through and growing exposure to AI and machine learning services across major cloud platforms.

Relevant skills

BI and campaign reporting: Excel, Power BI, Tableau, KPI definitions, dashboard maintenance, completeness checks and client-ready outputs.

SQL and cloud data: T-SQL, PostgreSQL, MongoDB concepts, data extraction, relational joins, refresh controls and data quality.

Requirements and stakeholders: Business feedback, WIP and KPI meetings, documentation, recommendations and communication across programs and clients.

AI and process improvement: AWS, Azure or GCP AI concepts, workflow automation, productivity analysis, training materials and responsible adoption.

Relevant experience

Data and Reporting Assistant | Example Retail Campaigns

Melbourne VIC | September 2024 - August 2026

- Maintained 12 weekly campaign dashboards in Excel and Power BI, reconciling source totals and resolving refresh or mapping exceptions before release.
- Gathered reporting requirements from six program leads and converted them into KPI definitions, wireframes and signed acceptance checks.
- Wrote 24 T-SQL queries across sales, activity and staffing data and documented joins, filters, refresh frequency and data-quality caveats.
- Led fortnightly WIP and KPI sessions, explaining trends to clients and recording owners and deadlines for reporting and training actions.

- Automated two manual preparation steps and updated field training materials, reducing the measured weekly reporting cycle by 18 percent.

Selected projects

Retail Campaign Reporting System

Analytics capstone | 2026

- Built a 10-campaign, 50,000-row reporting dataset using Excel, Power BI, T-SQL, KPI design and validation, with documented scope, assumptions and safe operating boundaries.
- Executed and recorded 12 dashboards, 24 queries and a reconciled client reporting pack, including expected results, exceptions, verification steps and escalation points.
- Presented the evidence to a supervisor or peer reviewer, incorporated feedback and published a concise handover for repeat use.

Cloud AI Process Improvement Pilot

Data project | 2026

- Built a reporting-quality and effort-reduction pilot using PostgreSQL, cloud AI concepts, workflow automation and qualitative feedback, with documented scope, assumptions and safe operating boundaries.
- Executed and recorded two automated steps, an exception log and a measured effort comparison, including expected results, exceptions, verification steps and escalation points.
- Presented the evidence to a supervisor or peer reviewer, incorporated feedback and published a concise handover for repeat use.

Education

Graduate Certificate in Business Analytics | Example University

Completed 2024. Relevant study: business intelligence, Excel modelling, Power BI, Tableau, SQL, cloud databases, statistics, machine learning and stakeholder communication.

Availability and requirements

Available for full-time hybrid work in Mount Waverley, including three office days each week. Two years of Excel, BI and T-SQL experience: [replace with accurate dates and examples]. Australian work rights: [confirm status].

References

References available upon request.