Melissa Jones

123 Your Street, Annapolis, MD 21401   youremail@example.com   (123) 456-7890

Systematic data analyst with 5+ years of experience in inventory control and warehouse fulfillment processes. Efficiently extracted sales and inventory data, generating usable reports and processes to avoid back-ordering. Boosted on-time fulfillment rates by 26%.

Education

Master of Arts in Mathematics

Western Michigan University, Kalamazoo, MI
September 2010 - June 2013

Bachelor of Science in Finance

University of Maryland, Baltimore, MD
September 2006 - June 2010

Key Skills

- Analytical
- Strong pattern recognition
- Organized and detail-oriented
- Process management
- Project management
- Power user of Excel, Tableau, SAS Enterprise Miner, SQL, SharePoint

Professional Experience

Data Analyst

ABC Warehousing, Columbia, MD | March 2017 – Present

- Gathered business intelligence on logistical processes resulting in a 12% reduction in transportation costs and a savings of $800,000 annually
- Used trend data to reduce back-ordering by 19% for retail partners
- Designed statistical analysis for large customer data sets, lowering cart abandonment rates by nearly 27%
- Developed an update process that rolled out changes to all systems simultaneously, reducing downtime and streamlining warehouse processes

Data Analyst

XYZ Customer Service, Houston, TX | November 2013 – January 2017

- Developed tools and queries for analyzing and summarizing failure data points. Experienced in noting trends in complex data sets
- Designed a BOM tool and inventory model to track supply chain overorders, resulting in $650,000 in operational savings with no customer service disruption
- Collaborated with IT and purchasing departments to automate replacement ordering processes, eliminating a full-time position and reducing backorders by 12%
- Developed systems and tools designed to eliminate waste and reduce downtime, presenting recommendations to C-suite executives with actionable tips