Sonali Kumar

(518) 248-5028 | sonali14010@gmail.com | www.linkedin.com/in/kumar-sonali

Summary

Data Analyst with 3+ years of experience in data cleaning, auditing, reporting, visualization, and process improvement. Dedicated to meeting deadlines in a high-paced environment and managing multiple priorities. Excellent communication and interpersonal skills with the ability to adapt and learn new technologies.

Skills

Technology/Software
Smartsheet reports & dashboards, Workday, SharePoint, SQL, Power BI, ETL (Extract, Transform, Load), MS Office (Outlook, Excel, Teams, Word, PowerPoint)

Employment
Data Reporting & Analysis, Visualization, Excel (Pivot Tables, VLOOKUP, Index, etc.), Sales, Effective Communicator, DE&I, Event Management, Customer Service, Detail-Oriented, Organized, Strong Interpersonal & Relationship Building, Adaptive, Cultural Competency

Languages
English, Hindi, Punjabi (Native)

Certifications

SQL for Data Science – *UC Davis (Coursera), July 2022*

Google Data Analytics – *Google Professional Certificates (Coursera), July 2022*

Publication

Violence against women in India: An integrative review
Journal of Gender-Based Violence
June 2021

Education

SUNY Oswego
Counseling Graduate Certificate, Trauma Studies: **GPA: 4.0** (2019)
Bachelor of Arts: **GPA: 3.93** (2017)

Experience

Data Analyst (HR) – Maximus
Sr HR [*Reporting*] Coordinator (April 2020 – March 2022)
Remote: April 2020 – Present

- Audit and capture end of month data for 2,000 – 10,000 employees to maintain data integrity and generate monthly reports for leadership
- Point of contact for Smartsheet & SharePoint data to make updates and maintain an accurate database, reports, and visuals for stakeholders
- Create weekly, monthly, & quarterly reports in Excel using functions like VLOOKUP, Pivot tables, Index, visualization, if & countif(s) formulas
- Extract data from Workday and SharePoint to identify and resolve discrepancies, like employment status, role and/or salary changes.
- Improve processes by building new dashboards & reports in Smartsheet to reflect metrics, such as employee relations & retention surveys
- Revamp Excel workbooks & reports to increase efficiency and improve data visuals for the HR team and senior stakeholders
- Automate key HR reports & build new trackers by leveraging Smartsheet dashboards & reports, reducing report owner's time by 50%
- Report monthly salary changes and promotions to alert the Finance department and provide promotion details to Communications team to recognize employees in the company's newsletter
- Manage the onboarding automation, conduct root-cause analysis, escalate issues as necessary to ensure new hire data entry is complete
- Efficiently adapted when onboarding automation failed & successfully entered 300+ new hires quarterly into SharePoint with 100% accuracy, & built checks around three different databases to ensure all employees were in SharePoint for provisioning before start dates
- Gather employee termination data through Smartsheet Forms, track status, and setup automatic alerts for any changes made to historical data

Published Researcher – SUNY Oswego
Oswego, NY: January 2019 – June 2021

- Interpreted and analyzed 150+ qualitative & quantitative studies to conduct an original research study on violence against women in India
- Coded over 60 studies using Excel and SPSS software programs to demonstrate results in a statistical framework
- Created visualizations to deliver in-depth analysis, recognize trends/patterns, and identify gaps in the current research available
- Presented research findings to over 100 students and facilities in an annual QUEST conference focused on sharing scholarly pursuits
- Published a peer-reviewed manuscript to bring awareness about this pressing issue – Violence against women in India: An integrative review, https://doi.org/10.1332/239868021X16137365380035

Sales Specialist – Amsterdam Printing Company
Amsterdam, NY: July 2017 – June 2018

- Earned "Top-Seller" consistently by generating over $30,000 in sales within 6 months and achieved over $60,000 for the entire year
- Communicated with over 100 customers daily via cold calls, emails, and chats to build a customer base & increase company's sale
- Identified, prioritized, and fulfilled rush orders to meet the customers' demands by collaborating with various departments