

# Alma Khatri

## Business Intelligence Analyst

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### SKILLS

- Statistical analytics and data interpretation
- Communication and collaboration
- Data retrieval and organization
- Data modeling
- Data visualization
- Pattern recognition
- ETL and data modeling
- SQL, DataFlow, and Tableau

### EXPERIENCE

#### **Beck Music Group, Burbank, CA** - *Business Intelligence Analyst Intern*

JANUARY 2023 - PRESENT

- Assist team with data retrieval and organization
- Create data visualizations and dashboards
- Communicate status reports and data insights to stakeholders
- Contribute ideas for how to innovate and improve business processes
- Built a tool to automate reports, resulting in a 75% reduction in report generation time

#### **Tradewinds Entertainment, Culver City, CA** - *Data Entry Assistant*

APRIL 2020 - DECEMBER 2022

- Collected and input data into company database
- Assisted with the development of market research surveys
- Analyzed survey results and helped report findings to stakeholders
- Developed and implemented a new data entry procedure

#### **Merkle Music and Books, North Hollywood, CA** - *Assistant Manager*

FEBRUARY 2018 - APRIL 2020

- Co-managed a team of four employees
- Developed and managed a customer database
- Planned and implemented a monthly sale that increased revenue by 6% over previous year

### EDUCATION

#### **Google Business Intelligence Certificate**

PRESENT

#### **Google Data Analytics Certificate**

MARCH 2022