

Deanie Prehoda

Administrative Analyst

Profile

Dedicated Administrative Analyst with 2 years of experience in providing data-driven insights and streamlining processes for improved efficiency. Adept at data analysis, project management, and cross-functional collaboration, with a keen eye for detail and strong problem-solving skills. Seeking opportunities to leverage analytical expertise and administrative acumen in a dynamic environment.

Employment History

Administrative Analyst at Delaware Administrative Services, DE

Feb 2023 - Present

- Successfully streamlined the procurement process by implementing a new digital system, resulting in a 25% reduction in processing time and saving the department \$50,000 annually.
- Conducted a comprehensive analysis of departmental resource allocation, leading to the identification of key inefficiencies and the reallocation of \$100,000 in funds towards more impactful initiatives.
- Developed and executed a new training program for administrative staff, improving overall productivity by 15% and reducing employee turnover by 10% within the first year.

Junior Administrative Analyst at State of Delaware Office of Management and Budget, DE

Sep 2021 - Dec 2022

- Successfully managed a \$5 million budget, resulting in a 10% cost reduction and efficient allocation of resources for various state departments.
- Streamlined the procurement process by implementing new software, which reduced order processing time by 25% and increased overall efficiency.
- Coordinated and executed a comprehensive analysis of departmental workflows, leading to the identification and elimination of bottlenecks and redundancies, ultimately improving productivity by 15%.
- Spearheaded the development of a new performance measurement system, enabling better tracking of departmental progress and fostering a culture of continuous improvement, leading to a 20% increase in overall performance.

Certificates

Certified Administrative Professional (CAP)

May 2022

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📍 1234 Seaside Lane, Wilmington, DE 19801

Education

Bachelor of Business Administration in Management and Operations at University of Delaware, Newark, DE

Sep 2016 - May 2021

Relevant Coursework: Operations Management, Business Process Analysis, Supply Chain Management, Project Management, Strategic Management, Organizational Behavior, Human Resources Management, and Financial Management.

Links

[linkedin.com/in/deanieprehoda](https://www.linkedin.com/in/deanieprehoda)

Skills

Data Visualization

Salesforce proficiency

Microsoft Excel

Project Management

Tableau expertise

SQL querying

Google Analytics

Languages

English

Indonesian