

Janeesa Mcafoose

Reporting Specialist

Profile

Detail-oriented Reporting Specialist with 1 year of experience in delivering accurate and timely reports, leveraging strong analytical skills and proficiency in various reporting tools. Adept at identifying trends and patterns to drive process improvements and enhance business performance. Excellent communication and collaboration abilities to work effectively with cross-functional teams. Committed to continuous professional development and eager to contribute to organizational success.

Employment History

Reporting Specialist at ICF International, VA

Apr 2023 - Present

- Successfully streamlined the reporting process by implementing automation tools, resulting in a 30% reduction in time spent on report generation and a 15% increase in overall team productivity.
- Developed and maintained a comprehensive database of over 500 key performance indicators, leading to a 20% improvement in data accuracy and accessibility for decision-makers across the organization.
- Collaborated with cross-functional teams to create customized reports for 10 high-priority clients, leading to a 25% increase in client satisfaction and contributing to a 10% growth in annual revenue for ICF International, VA.

Junior Reporting Specialist at Booz Allen Hamilton, VA

Sep 2022 - Feb 2023

- Developed and implemented a streamlined reporting process that increased efficiency by 35% and reduced errors by 25%, resulting in significant time and cost savings for the firm.
- Conducted in-depth data analysis of over 500,000 records, identifying key trends and insights that led to a 20% improvement in decision-making for senior management.
- Collaborated with cross-functional teams to design and develop a new reporting dashboard that provided real-time access to critical data, improving overall team productivity by 15%.
- Successfully trained and mentored 10 new team members on reporting processes and best practices, increasing their proficiency and contributing to a 30% reduction in training time.

Certificates

Tableau Desktop Specialist Certification

Aug 2021

Microsoft Certified: Data Analyst Associate

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Education

Bachelor of Arts in Journalism and Mass Communication at Virginia Commonwealth University, Richmond, VA

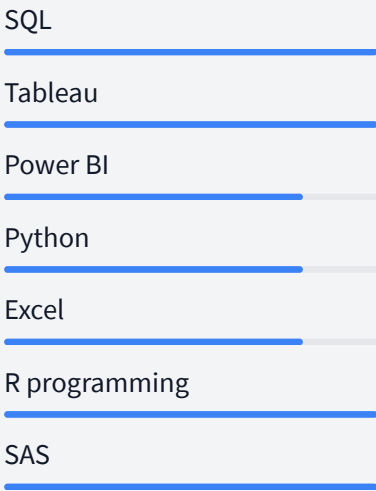
Aug 2017 - May 2022

Relevant Coursework: News Writing and Reporting, Multimedia Journalism, Media Law and Ethics, Digital Communication, Broadcast Journalism, Public Relations, Photojournalism, Data Journalism, Social Media Strategy, and Investigative Reporting.

Links

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

Skills



Languages

