

CECILIA THOMPSON

Business Intelligence & Analytics | Power BI · SQL · Databricks, OK • 918-901-9697
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PROFESSIONAL SUMMARY

Data analyst and business intelligence professional with 5+ years of experience turning business and operational data into dashboards, reports, and actionable insights. Skilled in SQL, Power BI, Databricks, advanced Excel, and data modeling, with a strong background in data validation, automation, and executive reporting. Known for translating complex datasets into clear recommendations that improve decision-making, efficiency, and performance. Currently pursuing a Master's in Business Analytics & Data Science at Oklahoma State, expected December 2026.

CORE COMPETENCIES

- **BI & Analytics:** Power BI (Dashboards, DAX, Semantic Modeling) · SQL · Databricks · Advanced Excel · Data Modeling · Performance Optimization · AI-assisted development (M365 Copilot, Cursor, Perplexity)
- **HR & People Data:** Workforce Analytics · Employee Lifecycle Reporting · Onboarding & Engagement Metrics · DEI Reporting · HR Process Improvement
- **Systems & Delivery:** Enterprise System Implementation · Data Integrity & Validation · Requirements Gathering · Azure DevOps (Boards, Sprints, PRs) · Agile Methodologies · Documentation
- **Stakeholder & Communication:** Executive Reporting · Stakeholder Training & Enablement · Cross-Functional Partnership · Bilingual (English / Portuguese)

PROFESSIONAL EXPERIENCE

IT Business Intelligence & Reporting

2025 – Present

Williams Companies, Inc. | Tulsa, OK | Fortune 500 energy infrastructure

- Lead development of enterprise Power BI dashboards and semantic data models used by leaders across IT, operations, and finance.
- Partner with business stakeholders to translate requirements into data models that align with enterprise data standards.
- Troubleshoot advanced DAX, data, and performance issues to improve report reliability, query performance, and drive user adoption.
- Validate large datasets in Databricks and SQL to ensure data integrity and accuracy across enterprise reporting pipelines.
- Partner with data engineering and DevOps teams on version-controlled data transformations and production analytics solutions.
- Manage analytics delivery through Azure DevOps (Boards, sprints, pull requests), running multiple projects in parallel.
- Use AI tools (M365 Copilot, Cursor, Perplexity) to accelerate report development, DAX/SQL authoring, and documentation, and share patterns with the broader BI team.
- Enable self-service analytics by training business stakeholders, authoring documentation, and improving organizational data literacy.

IT Business Intelligence & Reporting Intern

May 2024 – Aug 2024

Williams Companies, Inc. | Tulsa, OK

- Built an enterprise Power BI dashboard delivering real-time visibility into IT project performance for executive leadership (CIO, IT directors, PMO).

- Designed and shipped an automated reporting solution that eliminated 100+ hours of manual work per month for the project management team.
- Integrated data from multiple source systems into a unified model, giving executives a single view of project performance.
- Designed KPI-driven visualizations to track project health, timelines, and performance against enterprise benchmarks.
- Led training sessions to help stakeholders adopt and use the new reporting tools.
- Worked with the PMO in Agile sprints to iteratively improve dashboard features.

HR Operations & Insights Intern

Jan 2024 – May 2024

CBIZ | Tulsa, OK

- Supported HR operations and people analytics work, partnering with HR leadership to turn workforce data into recommendations on onboarding, engagement, and retention.
- Analyzed employee lifecycle data to identify gaps in onboarding and delivered recommendations that informed HR process improvements.
- Designed a structured 30/60/90-day touchpoint framework to improve new-hire engagement and early-tenure retention; presented to HR leadership for adoption.
- Contributed to strategic HR projects spanning DEI initiatives, policy revisions, and internal learning frameworks.
- Facilitated onboarding sessions and authored process documentation to improve new-hire experience and consistency across cohorts.
- Redesigned internal learning materials to improve usability and align with employee career-development pathways.

Business Analyst, Finance Operations

2011 – 2015

Sintese Comercial Hospitalar | Goiânia, Brazil

- Served as business analyst across finance operations for a healthcare distribution company, owning data analysis, process automation, and system data integrity over a four-year tenure.
- Led data validation and cleansing during enterprise system implementation, improving data accuracy by 60% and ensuring reliable migration of master and transactional records.
- Automated financial reporting in advanced Excel, reducing report production time by 50% and creating reusable templates adopted across the finance team.
- Managed and analyzed \$300K+ in monthly accounts receivable across five banks, reducing delinquency from 10% to 5% through trend analysis and process redesign.
- Partnered with cross-functional teams to define KPIs, design reporting standards, and improve financial reporting workflows.
- Delivered insights on cash flow, receivables, and customer behavior to support executive decision-making.

EDUCATION

M.S., Business Analytics & Data Science | Oklahoma State University, Stillwater, OK • In progress, expected December 2026

B.S., Management Information Systems | Oklahoma State University, Stillwater, OK • 2020 – 2024

REFERENCES

Available upon request.