

SOFIA VALE

JUNIOR BUSINESS ANALYST

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PROFILE

Business Analytics graduate with part-time experience preparing order-status reports and improving a weekly exception-report workflow for a B2B office-supplies distributor. Uses Excel and Power Query for structured data preparation, with basic SQL and introductory Power BI from coursework. Interested in applying careful analysis and clear documentation to routine operations reporting in Aarhus.

EXPERIENCE

Student Operations Assistant

Fjordline Office Supplies, Aarhus

Feb 2025–Jun 2026

Part-time, 12 hours/week · B2B office-supplies distributor.

- Prepared order-status reports and maintained an exception log for an operations coordinator.
- Built and documented an Excel Power Query preparation workflow and tested it with the coordinator. Across four weekly runs before and four after, average preparation time moved from 90 to 55 minutes; the coordinator approved it for that weekly report.

Café Assistant

Rua Clara Café, Porto

Jul 2022–Aug 2024

Part-time, typically 10 hours/week during studies

- Took orders, reconciled shift till records with a supervisor and trained two colleagues in the closing checklist.

EDUCATION

MSc Business Analytics

Northhaven School of Business, Aarhus · Completed

Sep 2024–Jun 2026

Selected study: operations analytics, business statistics and management accounting.

Thesis — reorder-policy comparison using a synthetic retail dataset

Jan–Jun 2026

Cleaned 24 monthly periods for 40 SKUs, implemented Excel calculations and compared two reorder rules under the same simulated demand sequence. Individual academic work using synthetic data.

BSc Management

Atlantic Business College, Porto · Completed

Sep 2021–Jun 2024

SKILLS

Excel (pivot tables, lookups, Power Query) · SQL (basic coursework: SELECT, JOIN, GROUP BY) · Power BI (one coursework dashboard) · PowerPoint

LANGUAGES

Portuguese — native · English — professional working proficiency · Danish — basic; beginner evening classes since Feb 2026