NEAVE SHEEHAN

DATA • COMPLIANCE • POWER BI • AI PRODUCTIVITY

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PERSONAL STATEMENT

I am an analytical and motivated data and compliance professional with experience delivering Power BI reporting, KPI tracking, and AI-enabled productivity improvements in regulated environments. I am known for taking ownership, learning quickly, and continuously developing my technical and analytical skills. I am seeking to progress further within data, business intelligence, and compliance-focused roles where insight, adaptability, and continuous improvement are valued.

SKILLS

- * Data Analysis & Reporting (Power BI, Excel)
- * Compliance Monitoring
- * Dashboard Design & Insight Delivery
- * AI Productivity & Copilot Enablement
- * Process Improvement & Automation Thinking
- * Operational & Regulatory Coordination
- * Continuous Learning & Upskilling

EDUCATION

DIGITAL SUPPORT TECHNICIAN – LEVEL 3 APPRENTICESHIP

AI PRODUCTIVITY CHAMPION – LEVEL 3 DIPLOMA

ASSOCIATE ALUMNI STATUS IMPERIAL COLLEGE LONDON

EXPERIENCE

ANALYTICAL & COMPLIANCE SUPPORT ADMINISTRATOR
MITIE
2023 – Present

- Responsible for end-to-end compliance tracking, data reporting, and operational coordination across a large HVAC and building compliance portfolio, while supporting the development of data and AI capability within the team.
- Built and maintained Power BI dashboards for compliance KPIs.
- Managed Legionella and PRV compliance tracking end-to-end.
- Oversaw the SME inbox for compliance queries and documentation.
- Coordinated subcontractors for HVAC PPMs and supported PO processing.
- Reduced certification and invoicing backlog from £80k to £1k.
- Developed SharePoint AI agents to streamline certification access.
- Acted as team SME for Power BI, Copilot, and AI tools.
- Delivered Copilot training to improve team productivity.

AI & DIGITAL APPRENTICESHIP
Corndel
2025-2026

- Focused on applying AI, data, and digital productivity tools to real-world business challenges.