

Diya Rao

Sustainability Analyst · FICTIONAL SAMPLE

Ahmedabad, India

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Sustainability Analyst with an illustrative 13-year career in resource management, environmental assessment and energy systems. Combines data inventories, emissions accounting concepts, excel with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes resource use inventory, supplier data programme and sustainability scenario dashboard. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced sustainability analyst opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes M.Sc in Sustainability Analytics. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable resource management, environmental assessment and energy systems work: understand the context, apply data inventories and emissions accounting concepts, record the evidence and explain the limitations before handover.

Experience

Sustainability Analyst - Meridian Environmental Services (fictional)

2022-07 - Present

Independent ownership of scoped sustainability analyst work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Reconciled activity data and documented conversion assumptions. Built a request template and quality flags. Led brief clarification and prioritised work using data inventories, emissions accounting concepts and excel. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a baseline and assumptions register to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of sql and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Sustainability Analyst - Northline Environmental Services (fictional)

2018-07 - 2022-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in excel and sql. Presented ranges and sensitivity assumptions. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied scenario analysis and reporting boundaries to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a monitoring and review report so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Sustainability Analyst - Cedarbridge Environmental Services (fictional)

2015-07 - 2018-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving data inventories and emissions accounting concepts using a documented preparation and review process. Supported supplier data programme by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through stakeholder interviews and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Sustainability Analyst - Cedarbridge Environmental Services (fictional)

2013-07 - 2015-06

Built practical foundations through supervised assignments, routine documentation and

feedback from experienced colleagues. Assisted with data inventories and excel within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Education

M.Sc in Sustainability Analytics - Asterbridge Institute of Professional Studies (fictional institution)

2011-07 - 2013-05

completed - fictional record data inventories emissions accounting concepts SQL Specialist study on resource use inventory; an illustrative learning project, not a published result.

B.Sc in Environmental Studies - Cedarhaven College of Applied Studies (fictional institution)

2008-07 - 2011-05

completed - fictional record Excel scenario analysis reporting boundaries Applied coursework in data inventories, documentation and reviewed practical assignments.

Projects

Resource use inventory

Fictional internal work programme in resource management, environmental assessment and energy systems; not a real client case study. Problem: Sites reported consumption using inconsistent units. Objective: Create a workable response to this issue through data inventories, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Reconciled activity data and documented conversion assumptions. Prepared the scope with the commissioning team, identified unresolved inputs and used data inventories to turn the brief into a sequenced work package. Applied emissions accounting concepts and excel while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: data inventories; emissions accounting concepts; Excel; SQL Deliverables: Resource use inventory - scoped brief; Resource use inventory - reviewed working package; Resource use inventory - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a baseline and assumptions register and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for resource use inventory, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Sample estimates are illustrative; they do not establish site compliance, verified emissions reductions or installation approval. No underlying client documents, independently verified measurements or signed approval records are attached.

Supplier data programme

Fictional internal work programme in resource management, environmental assessment and energy systems; not a real client case study. Problem: Purchased-goods information had large coverage gaps. Objective: Create a workable response to this issue through emissions accounting concepts, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Built a request template and quality flags. Prepared the scope with the commissioning team, identified unresolved inputs and used excel to turn the brief into a sequenced work package. Applied sql and scenario analysis while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: emissions accounting concepts; Excel; SQL; scenario analysis Deliverables: Supplier data programme - scoped brief; Supplier data programme - reviewed working package; Supplier data programme - handover and learning summary Review: Reviewed the scoped output against the agreed brief,

recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a options appraisal and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for supplier data programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Sample estimates are illustrative; they do not establish site compliance, verified emissions reductions or installation approval. No underlying client documents, independently verified measurements or signed approval records are attached.

Sustainability scenario dashboard

Fictional internal work programme in resource management, environmental assessment and energy systems; not a real client case study. Problem: Decision-makers could not compare option boundaries. Objective: Create a workable response to this issue through excel, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Sustainability Analyst; owned the stated workstream, not the full organisation or every collaborator contribution. Presented ranges and sensitivity assumptions. Prepared the scope with the commissioning team, identified unresolved inputs and used scenario analysis to turn the brief into a sequenced work package. Applied reporting boundaries and stakeholder interviews while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: Excel; SQL; scenario analysis; reporting boundaries Deliverables: Sustainability scenario dashboard - scoped brief; Sustainability scenario dashboard - reviewed working package; Sustainability scenario dashboard - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a monitoring and review report and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for sustainability scenario dashboard, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Sample estimates are illustrative; they do not establish site compliance, verified emissions reductions or installation approval. No underlying client documents, independently verified measurements or signed approval records are attached.

Skills

data inventories

Applied to resource use inventory through documented preparation, execution and review.

emissions accounting concepts

Applied to supplier data programme through documented preparation, execution and review.

Excel

Applied to sustainability scenario dashboard through documented preparation, execution and review.

SQL

Applied to resource use inventory through documented preparation, execution and review.

scenario analysis

Applied to supplier data programme through documented preparation, execution and review.

reporting boundaries

Applied to sustainability scenario dashboard through documented preparation, execution and review.

stakeholder interviews

Applied to resource use inventory through documented preparation, execution and review.

data assurance

Applied to supplier data programme through documented preparation, execution and review.



📌 Certifications

Environmental data quality workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Data inventories and sql in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to resource use inventory.

Energy assessment case lab

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Emissions accounting concepts and scenario analysis in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to supplier data programme.

Stakeholder reporting practicum

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Excel and reporting boundaries in the context of sustainability analyst work. Used reflective exercises and a bounded practice example related to sustainability scenario dashboard.

📌 Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

📌 Achievements

Resource use inventory

Reconciled activity data and documented conversion assumptions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Supplier data programme

Built a request template and quality flags. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Sustainability scenario dashboard

Presented ranges and sensitivity assumptions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

