

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

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## Experience

### Junior Business Analyst - Company / Location

2022 to present

- Created and implemented simple statistical models. Some examples include logistic regression and forecast modeling to identify risks.
- Collaborated closely with clients to develop and expand reporting capabilities.
- Assisted in developing a database with 60 internal resources. This helped reduce time spent on administrative tasks by 30%.
- Worked with client requirements to develop business plans and goals.
- Drafted client reports under the supervision of a senior analyst

### Business Analyst Intern - Company / Location

2021 to 2022

- Greeted clients and guests and directed them to designated meeting spots.
- Wrote test scripts and plans under the guidance of a senior business analyst.
- Delivered strategies to the analyst team and gathered feedback for optimization.
- Handled administrative duties, like taking inventory and fixing the copy machine.
- Supported senior analysts by overseeing their schedules and typing memos.

### Project Experience

- **Business Management Project:** conducted surveys and quantitative analysis. These help determine customer buying habits and sales trends.
- **Community Project:** organized monthly meetings with city officials and other community leaders.
- **Administrative Project:** managed customer accounts and boosted the organizational process.

## Education

### Bachelor's Degree in Business Administration -

Massachusetts Institute of Technology

### DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Software Development Life Cycle (SDLC)
- Modeling, linear and logistic regressions
- Data visualization through Excel and Google Sheets
- Research and analytical skills
- Proficient in Python, C++, and Visio

## Licenses & Accreditations

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- Online course in Project Management (Coursera)
- International Marketing and Sales Certificate (American Academy for Training Courses)
- Online course in Time Management and Effective Communication (SkillShare)