

JOHN DOE

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SUMMARY OF QUALIFICATIONS

- Excellent analytical, problem-solving, and organizational skills
- Strong verbal and written communication skills
- Excellent skills working with Excel, database software and statistics
- Ability to implement business needs into technology
- Outstanding abilities to work in a team environment and handle responsibilities
- Superior presentation skills and report-drafting abilities
- Familiarity with collecting, and compiling business data, and drafting reports
- Review business operations/recommend automated solutions to expedite company goals

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI May 2020
Business Analyst, Associate Degree

RELATED EXPERIENCE

Internship, Business Analyst May 2019 - September 2019
ABC Enterprise, Green Bay, WI

- Performed research and provided valuable inputs in data management process
- Assisted in the development of market research analysis
- Handled responsibilities of master data integration effectively
- Supported data gathering and analysis of data
- Participated in data quality control and validation
- Examined user operations inquiries and outlined business specifications

WORK EXPERIENCE

Jr. Business Analyst October 2019 - Present
Smart Consulting Group, Green Bay, WI

- Support planning, designing, and development of business processes
- Provide recommendations to enhance and expedite business activities
- Collect, compile, and interpret business data and drafting reports
- Conduct client meetings to understand integrating business needs into technology
- Develop test procedures, test plans, and test cases for clients
- Collaborate closely with development team to test software releases

Sales Associate June 2015 – April 2019
ABC Cell-Com, Green Bay, WI

- Supported customers with current and new products and services
- Troubleshooted and answered questions for existing accounts
- Conducted e-business processes, including orders, billing, and payments
- Called prospects, tracked sales activity, and reported progress
- Collaborated with account leaders to drive sales growth