

**Bert Bizwhiz**

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**SUMMARY OF QUALIFICATIONS**

- Proficient in analyzing business processes, identifying areas for improvement, and developing data-driven solutions to enhance operational efficiency and drive strategic decision-making
- Critical thinker, problem solver, and decision maker
- Excellent interpersonal skills; strong communication skills, both written and verbal
- Proficient in data manipulation and using tools such as Excel, SQL, and Tableau
- Adaptable and flexible; thrives in fast paced environments
- Effective leader; active and collaborative team player
- Detail-oriented; ensures accuracy and precision in work

**EDUCATION**

**Northeast Wisconsin Technical College, Green Bay, WI**

*Associate Degree, Business Analyst*

May 2024

- Related Coursework: Business Analyst Essentials, Planning and Monitoring, MS Excel 1 & 2, Database Development, Software Applications, Elicitation Techniques, Requirements Life Cycle Management, SQL Programming, Lean Operations

**EXPERIENCE**

**Business Analyst Intern**

February 2024 – Present

*Green Bay Packaging, Green Bay, WI*

- Provide support to senior analysts in project planning, execution, and monitoring
- Assist in conducting stakeholder interviews to gather and document business requirements
- Participate in meetings with cross-functional teams to understand project objectives
- Collaborate with team members to analyze existing business processes and workflows
- Conduct research and analysis to identify industry trends, best practices, and potential opportunities for improvement

**Sales Associate**

June 2022 – January 2024

*Cell-Com, Sturgeon 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

**LEADERSHIP AND AFFILIATIONS**

- SAGA Club-Vice President

September 2022 – Present

**COMMUNITY INVOLVEMENT**

- Volunteer, National Railroad Museum, face painting events
- Volunteer, Leonardo Da Vinci, classroom/field trips

2022 - 2024

2023