

Henrietta Mitchell, Business Analyst

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123 Anywhere St., Any City, ST 12345

Results-driven and experienced Business Analyst who drives operational excellence and delivers tangible outcomes. Proficient in leveraging analytical insights to optimise business processes and support decision-making. Proven expertise in data analysis, process improvement, and stakeholder collaboration.

Key Skills

- Data Analysis
- Strategic Planning
- Stakeholder Management
- Process Optimisation
- Financial Reporting
- Cross-functional Teamwork

Professional Experience

Business Analyst, Compliance and Risk Management

Ginyard International Co. November 2024 - Present
In a role pivotal to navigating the organisation's and the industry's unique needs and challenges, I helped ensure that the organisation adhered to regulatory requirements and managed risks effectively.

Accomplishments:

- Conducted in-depth data analysis to identify trends and insights, leading to a 15% increase in operational efficiency.
- Collaborated with cross-functional teams to gather and document business requirements, ensuring alignment with company goals and objectives.
- Played a vital role in successfully implementing a new software system, resulting in a 20% reduction in data processing time.

Business Analyst, Strategic Planning Department

Ginyard International Co. September 2022 - October 2024
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Junior Business Analyst, Strategic Planning Department

Ginyard International Co. January 2020 - May 2022
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Junior Analyst, Quality Assurance

Ingoude Company

March 2018 - December 2019

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Project Coordinator, Compliance

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April 2017 - February 2018

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Intern, Compliance

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June 2016 - September 2016

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Education

Warner & Spencer University

Masters of Business Analytics

Warner & Spencer University

Bachelor in Business Administration

Wardiere Inc.

Short Course in Leadership and Management

Certifications

- Certified Integration Specialist, January 2023
- Certification in Agile Management, March 2020
- Certified Business Insights Architect

References available on request.