

Malik Khatib

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EDUCATION

Illinois State University

Bachelor of Science - Business Information Systems, Business Analytics

GPA: 3.6 / 4.0

Normal, IL

May 2024

Notable Courses: Programming for Data Science, Advanced Business Systems Analysis, Advanced Business Data Management, Organizational Strategy

Moraine Valley Community College

Associate of Science

Palos Park, IL

May 2022

SKILLS

- Microsoft Office Suite
- Coding Languages: Python, SQL
- Data Visualization: Tableau, PowerBI
- Cloud: Azure
- Collaborative
- Design Thinking & Storytelling
- Prompt Engineering
- Process Improvement
- Requirements Gathering

PROFESSIONAL EXPERIENCE

Illinois State University

Business Analyst

Normal, IL

Aug 2023 – Present

- Provide actionable insights to the project team, enhancing data processing routines
- Collaborating with stakeholders to write change request summaries and gather requirements
- Optimize business processes and aid in digital transformation across 40+ departments through data analysis

DHL Supply Chain

Operations Intern

Joliet, IL

May 2023 – Aug 2023

- Implemented data-driven process improvements and supported daily logistics
- Led the adoption of autonomous guided vehicles in the warehouse that contributed to increased efficiency
- Enhanced standardized and continuous improvement efforts with visualizations impacting DCs across North America

Innovation Consulting Community

Project Management Intern

Normal, IL

Nov 2022 – Apr 2023

- Executed a project charter and plan by the deadline to meet project goals
- Analyzed and documented extensive reports to finalize a white paper determining recommendations
- Created an ArcGIS map that used the latest weather and drought data to identify the nature of the problem

ORGANIZATIONS & LEADERSHIP

Business Information Systems Club – President

Sep 2022 – Present

- Manage BIS club's brand by promoting events and our parent organization standards
- Lead over 45 members in data-focused workshops and initiatives, emphasizing analytical skills and business strategies

Huspec LLC - Founder

Apr 2022 – Present

- Understanding how to start and operate a business
- Applied data management and financial analysis skills to drive business decisions and strategy

Accenture – Accenture Innovation Challenge Participant

Jan 2023 – Mar 2023

- Collaborated on a real-world consulting project with a regional team to address the Smithsonian's mission of inclusion
- Developed a cohesive presentation aimed at providing resources to underrepresented audiences to gauge their interests

CERTIFICATIONS & PROJECTS

Accenture data analytics and visualization job simulation

Apr 2024

Scrum Alliance: Certified Scrum Product Owner

Mar 2024

Scrum Alliance: Certified Scrum Master

Feb 2024

Microsoft Certified: Azure AI Fundamentals

Dec 2023

edX: Advanced ChatGPT & Prompt Engineering

Oct 2023

AI in Analytics

Illinois State University

Standardizing New Hire MHE Training

DHL Supply Chain

Financial Analysis of Autonomous Guided Vehicles

DHL Supply Chain

The Effect of Climate Change on Agriculture in the Midwest

Growmark