

# Henrietta Mitchell

+123-456-7890 · hello@reallygreatsite.com · @reallygreatsite  
123 Anywhere St., Any City, ST 12345

## BUSINESS MANAGEMENT & ANALYSIS

Motivated and results-driven Business School graduate seeking a challenging position within a large organisation as a Business Analyst or Project Manager. Offering a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

## KEY COMPETENCIES

Process improvement	Report writing and presenting	Strong interpersonal skills
Data-driven strategic planning	Critical thinking skills	Proactive and self-motivated
Cost-benefit analysis	Excellent communication skills	Exceptional organisational skills

## PROFESSIONAL EXPERIENCE

**Arowwai Industries**  
**Business Analyst Intern**

Oct 2023 - Present

Developed and implemented a streamlined process for gathering business requirements, reducing project delivery time by 15%. Developed and implemented a standardised reporting framework, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organisation.

**Hanover and Tyke**  
**Project Management Assistant**

Jan 2022 - Aug 2023

Assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables. Monitored project budgets, tracked expenses, and prepared financial reports to ensure cost-effectiveness and adherence to financial guidelines.

**Giggling Platypus Co.**  
**Barista**

July 2020 - Jan 2022

Prepared and served a variety of beverages with precision and creativity, consistently meeting or exceeding quality standards, and receiving compliments for latte art and presentation.

## EDUCATION & CERTIFICATIONS

**Bachelor of Business Administration**  
Majors: Analytics and Project Management  
Ginyard International Co.

**Graduate Project Management Certification**  
Ginyard International Co.

**Impact Evaluation Methods 3-Day Short Course**  
Liceria & Co.

## EXTRACURRICULAR ACTIVITIES

**President, Business Club**  
Ginyard International Co.

**Community Volunteer**  
Paucek and Lage