

Entry Level Business Analyst

✉ [REDACTED]

📞 [REDACTED]

📍 [REDACTED] PA

🌐 [LinkedIn](#)

WORK EXPERIENCE

Business Analyst Intern

[Bainbridge, Inc.](#)

📅 August 2020 - current 📍 [REDACTED] PA

- Performed in-depth research and analysis to help 10+ Fortune 1000 companies stay ahead of their competition
- Compiled data using data visualization and Excel, working with 2 senior business analysts to infer meaningful insights that improved organizational processes for several companies, which ***saved a total of 90 man hours per month***
- ***Participated in 100+ hours of in-house workshops and state-wide conferences*** to improve industry knowledge
- Contributed to presentation preparations, and offered discussion in client and stakeholder meetings
- Drafted client reports under the supervision of senior analysts, receiving 100% positive feedback for alignment to client goals
- Communicated strategies to analyst team, and received valuable feedback regarding approach to business observations

Administrative Assistant

[GCSS Advisors](#)

📅 February 2017 - August 2020 📍 [REDACTED] PA

- **Greeted 100+ guests and clients each shift**, directing them to appropriate offices and staff
- Responded to multi-line phone system, directing calls with wait times less than 90 seconds, and answered emails
- Managed customer accounts, and suggested improved organization method that **reduced time spent finding information by 13%**
- Supported 6 office advisors, overseeing their appointment calendars, booking accommodations, and typing memos
- Handled inventories, and ensured copy machine and printer remained functional, replacing toner and removing jams
- Maintained lobby appearance, sweeping, dusting, and rearranging furniture and entertainment selections

CAREER OBJECTIVE

Team-oriented critical thinker with intern experience and relevant undergraduate coursework. Motivated to join a group of seasoned business analysts and cross-functional teammates at Professional Technology Integration, where I anticipate growth and the chance to prove my abilities by reaching clients as a Spanish speaker.

EDUCATION

[REDACTED]

Business

[University of Pittsburgh](#)

📅 September 2016 - April 2020

📍 [REDACTED] PA

🎓 GPA: 3.7

Relevant courses

- Intermediate programming
- Probability & Statistics
- Linear Algebra
- Applied Econometrics
- Game Theory
- Calculus 1-3

SKILLS

- Modeling: Linear and logistic regressions
- Data Visualization: Excel, Google Sheets, [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- Research and Analytical Skills
- Bilingual (Spanish)