

Entry Level Business Analyst



[LinkedIn](#)



PA

WORK EXPERIENCE

Business Analyst Intern

Bainbridge, Inc.

August 2020 - current



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



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

Business

[University of Pittsburgh](#)

September 2016 - April 2020



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]
- Research and Analytical Skills
- Bilingual (Spanish)