

Sophia Carter

Business Associate

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Summary

Results-driven Business Associate with 6+ years of experience in data analysis, process improvement, and business strategy. Skilled in financial modeling, market research, and project coordination. At Summit Business Solutions, implemented a workflow optimization project that reduced operational costs by 15%. Eager to contribute analytical and strategic expertise to BrightPath Consulting.

Experience

Business Associate

Summit Business Solutions, New York, NY

April 2018–February 2025

Key Qualifications & Responsibilities

- Conducted in-depth financial and market analysis to support business decision-making.
- Assisted in streamlining internal processes, improving operational efficiency.
- Coordinated cross-functional projects, ensuring alignment with business goals.
- Developed client presentations and reports, summarizing key business insights.
- Monitored industry trends and provided recommendations for strategic growth.

Key Achievement

- Led a workflow optimization initiative that reduced operational costs by 15% while increasing productivity.

Business Analyst Intern

BrightEdge Consulting, Boston, MA

June 2017–March 2018

Key Qualifications & Responsibilities

- Analyzed business performance data to identify improvement opportunities.
- Assisted in preparing business proposals and financial projections.
- Conducted competitive research and industry benchmarking for client projects.
- Collaborated with senior consultants to develop strategic recommendations.

Key Achievement

- Created an automated reporting system that improved data accuracy and efficiency by 20%.

Education

Bachelor of Science in Business Administration

University of California, Berkeley, CA

September 2013–May 2017

Skills

- Business Strategy & Market Analysis
- Financial Modeling & Data Interpretation
- Process Improvement & Workflow Optimization
- Project Management & Cross-Functional Collaboration
- Business Intelligence & Data Visualization
- Client Relationship Management
- Microsoft Excel, SQL, Tableau, & Power BI
- Competitive Research & Benchmarking

Certifications

- Certified Business Analyst Professional (CBAP), 2020
- Lean Six Sigma Green Belt, 2019

Awards

- Process Innovation Award – Summit Business Solutions, 2022
- Top Performer Award – BrightEdge Consulting, 2018

Memberships

- Member, Association for Financial Professionals (AFP)
- Member, International Institute of Business Analysis (IIBA)

Interests

- Attending industry networking events and collaborating on entrepreneurial initiatives.
- Volunteering as a mentor for young professionals entering the business field.