

Henrietta Mitchell

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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