

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

## PROFESSIONAL EXPERIENCE

### Arowwai Industries (Oct 2023 - Present)

#### Business Analyst Intern

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 (Jan 2022 - Aug 2023)

#### Project Management Assistant

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. (July 2020 - Jan 2022)

#### Barista

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
- Graduate Project Management Certification
- Impact Evaluation Methods 3-Day Short Course