**Remove all the words that are highlighted in yellow**

**Professional Profile**

MS Business Analytics candidate with over 50 years of professional experience supporting (define what you supported- for example business solution software and analyzing business operations).

**Specialized Skills** (make this section specific to the job description)

Programming Languages: Python, R

Statistical and Analysis Tools: SPSS, SAS, Visualization Tools: Tableau

Databases: RDBMS (My SQL, MS SQL Server, Oracle), Mathematical Modeling: AMPL, Matlab

**Education**

Saint Mary’s College, Moraga CA

Master of Science in Business Analytics, GPA:3.88 anticipated June 2019

Projects and Coursework (use this section if you don’t have relevant professional experience)

Applied Marketing Research, Contra Costa Small Business Summer 2018

* Served as Department Head of the Pricing & Distribution team, leading seven students in creating a pricing and distribution strategy
* Identified four target market zones for collecting market research using quota sampling, and distributed surveys within assigned zone; analyzed survey data and created charts using SPSS Statistics

University of XXXX, City, State, B.S., Accounting; Minor: Business, GPA 3.5 May 2011

**Professional Experience**

Business Analyst May 2015 – Present

Company Name, City, State

* Develop business architecture using requirements such as scope, processes, alternatives, and risks
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis
* Conduct 5+ levels of testing including functional, regression, user acceptance, integration and performance to verify the client’s needs are met

Program Assistant Jul 2013 – Apr 2015

Company Name, City, State

* Communicate client’s business requirements by constructing easy-to-understand data and process models
* Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications
* Liaise between business and technical personnel to ensure a mutual understanding of processes and applications
* Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams

Job Title Jun 2011 – Jan 2013

Company Name, City, State

* Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company on average $5,000+
* Identify and reconcile errors in client data to ensure accurate business requirements
* Draft and maintain business requirements and align them with functional and technical requirements
* Facilitate monthly meetings with clients to document requirements and explore potential solutions

**Associations**

Member: **Sigma Beta Delta**, an international honor society recognizing and promoting achievement in business, management and administration

**Additional Skills**

Office software: Microsoft Excel, PowerPoint,MSWord, Dropbox

Google Apps for Work: Drive/Docs, Gmail, Hangouts, Calendar, Google+, Sheets, Forms, Slides

Social media: Pinterest, Youtube, Yelp, Instagram, Facebook, Twitter, Snapchat, WhatsApp, LinkedIn