Job Search Strategy

Please attach links to your Self-Reflection documents in the space indicated.

🔖 **Self-reflection Report 1 here: (16-Personalities)**	**Nana-Serwaah Nyannor - Self-Reflection Report: Exercise 1**
🔖 **Self-reflection Report 2 here: (Personal Narrative Draft)**	**Nana-Serwaah Nyannor-Personal Narrative Draft.-Exersice 2**
🔖 **Self-reflection Report 3 here:**	**Nana-Serwaah Nyannor Self-Reflection Report: Exercise 3**

🌟 Unique Value Proposition

I am a Business Intelligence Analyst student currently attending the TripleTen bootcamp, building my skills in data interpretation, project organization, and visual storytelling.

My background is in Psychology, where I developed a strong understanding of human behavior and communication, and Public Administration, where I gained insight into policy, systems, and organizational management.

My strengths that make me unique are structured problem-solving and clear communication. I look forward to using my strategic thinking and attention to detail in the corporate or government sector to support data-driven decision-making and organizational growth, contributing to work that is both impactful and financially rewarding.

🏁 My Dream Job

I want to find a job as a Junior Business Analyst or Business Intelligence Analyst where I can use my strengths in organization, writing, and communication to help teams meet goals efficiently and thoughtfully.

I'm looking for a remote or hybrid role with a calm, professional culture that values structure, integrity, and results — not constant chaos.

The company would ideally be mid- to large-sized, with clear systems, supportive leadership, and opportunities for long-term growth and stability.

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🔑 **Key job responsibilities**

- Analyze business processes and identify improvements.
- Create dashboards and reports.
- Present findings and recommendations.
- Collaborate with cross-functional teams to understand goals, challenges, and metrics for success.

🔍 **Positions I'm interested in**

- Business Intelligence Analyst (entry-level)
- Program Analyst
- Business Insights Associate
- Project or Policy Analyst
- Strategy Analyst

🎯 **My target industries (*replace the prompt with your choices*). Make sure that you diversify each column and include global, regional, and local companies too.**

Industry #1 – Government & Public Administration	*Industry #2 – Business Analysis & Consulting (Non-Operations)*	*Industry #3 – Technology & Information Services (Remote-Friendly)*
1. **Small (Local)** – *City of Fredericksburg (VA) Department of Economic Development & Tourism*	2. **Small (Local)** – *Local business advisory firms in Fredericksburg or Northern Virginia*	3. **Small (Local/Remote)** – *BI and SaaS startups (e.g., ClicData, Databox)*
4. **Small (Regional)** – *George Washington Regional*	5. **Small (Regional)** – *Boutique business*	6. **Small (Regional)** – *Workflow tech startups (Notion, Airtable,*

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Commission (Planning & Data Office)

consulting firms (VA/DC area)

ClickUp remote teams)

7. **Small (State)** – *Virginia Department of Administrative Services / Commerce*

8. **Small (State)** – *Business advisory or data strategy firms*

9. **Small (State)** – *Emerging BI platforms and dashboard services*

1. **Medium (Regional)** – *Commonwealth of Virginia Agencies (Transportation, HR, Commerce)*

2. **Medium (Regional)** – *Deloitte, Booz Allen Hamilton, or Accenture (Business Analysis & Strategy roles)*

3. **Medium (National)** – *Tableau, Asana, HubSpot (Remote / Hybrid teams)*

4. **Medium (Federal)** – *U.S. Department of Commerce or State Department (Program / Data Analysis)*

5. **Medium (National)** – *Guidehouse, BCG, or Grant Thornton (non-operations analysis divisions)*

6. **Medium (National)** – *Alteryx, Power BI, or Monday.com (Business Intelligence divisions)*

7. **Medium (Metro DC)** – *Arlington or Alexandria County Government (Program or Planning Units)*

8. **Medium (Metro DC)** – *Kearney or McKinsey (policy or data-driven business support roles)*

9. **Medium (National)** – *ClickUp, Zapier, or Trello (Project/Insights teams)*

1. **Large (National)** – *U.S. General Services Administration (GSA) / Office of Personnel Management (OPM)*

2. **Large (National)** – *IBM, PwC, EY (Business or Data Analysis roles)*

3. **Large (Global)** – *Microsoft, Google, Amazon (BI & Reporting Analyst teams)*

4. **Large (Federal)** – *Federal agencies headquartered in DC (GSA, Treasury, or Commerce)*

5. **Large (Global)** – *Capital One, Bank of America, or USAA (Data Interpretation or Analyst roles)*

6. **Large (Global)** – *Salesforce, Oracle, or Adobe (Corporate BI / Program Analysis)*

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7. ***Large (Global)*** *– World Bank / International Development Agencies (Administrative Analysis)*

8. ***Large (Global)*** *– Wells Fargo, Lockheed Martin, or Deloitte Global (Strategic Analyst roles)*

9. ***Large (Global)*** *– LinkedIn, Meta, or Apple (Insights & Analytics departments)*

🌐 **My target professional networks**
(***This section of the document will grow as you go through your program and throughout your job search. For now, add 3-5 names in each category, and add more rows if you have them.***)

Based on your previously completed sections "My Dream Job" and "My target industries," create a list of friends, family members, colleagues, or coworkers who currently work at your target companies or hold your desired roles. Use the space below to collect their names. Additionally, include individuals in your network who may have connections to people working in these companies or roles. If you're uncertain about someone's specific connections, add them to your list anyway and reach out to clarify. Contacting them directly can help determine if they're able to provide introductions or connect you with someone who can assist in your job search. This exercise will help you strategically utilize your network and approach conversations clearly and confidently.

Using the target industries and companies that you have identified above as a guide, include the following in the table below:

- **Friends or family who might be able to introduce you to an employee at the company or in the industry.**
- **Alumni & Faculty who might be able to introduce you to an employee at the company or in the industry.**
- **Target Companies: List the employees with whom you would like to connect.**
- **LinkedIn groups that you have found while searching the platform.**
- **Business associations and organizations that host tech events, forums, chats, and job-seeking events.**

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- **Online meetups where industry professionals who share your interests (tools, technology, mission, or products and services) gather and exchange ideas.**
- **In-person events where industry professionals who share your interests (tools, technology, mission, or products and services) gather and exchange ideas.**

	To learn more about my target roles	**To learn more about my target industries**	**To learn more about my target companies**
Family & Friends	*Currently no direct connections in this field*	*Currently no direct connections in this field*	*Currently no direct connections in this field*
Family & Friends	*Currently no direct connections in this field*	*Currently no direct connections in this field*	*Currently no direct connections in this field*
Family & Friends	*Currently no direct connections in this field*	*Currently no direct connections in this field*	*Currently no direct connections in this field*
Alumni & Faculty	**Dr. Sheryise Williams** – Licensed Clinical Psychologist, Professor, and Executive Coach. Offers insight into leadership and organizational psychology.	**Dr. Yusuke Yamani** – Associate Professor of Psychology; research and technical expertise in human factors and applied data analysis.	**Dr. Terainer Brown** – Assistant Dean of the Graduate College; can provide guidance on administration and higher education leadership.
Alumni & Faculty	**Dr. Nicole Willock** – Professor and Chair, Philosophy & Religious Studies; strong academic and mentorship background.	**Dr. Willock** and **Dr. Brown** – Experienced in university administration and public service.	**Dr. Sheryise Williams** – Networked with professionals in mental health, leadership, and consulting.

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Former Colleagues	**Malcolm Jones** – Program Director at Communities In Schools of Hampton Roads (CISofHR); MPA background and data expertise with board reporting.	Former TRiO/SSS staff and Graduate School colleagues at ODU.	Peers from CISofHR and ODU who work in education and nonprofit development.
Communities & LinkedIn Groups	Business Intelligence Career Network	ODU Alumni Network. McNair Scholars (alumni) LinkedIn Group. ASPA LinkedIn Community.	Data Analytics for Social Good. Remote Public Service Jobs Group.
Industry Associations	American Society for Public Administration (ASPA).	National Forum for Black Public Administrators (NFBPA).	International City/County Management Association (ICMA).
Online Meetups	LinkedIn Events	Analytics for Beginners	Government Analytics & Open Data Virtual Meetup.
In-Person Events	ODU Career Development Services Fairs.	Hampton Roads Young Professionals Mixers.	Psychonomic Society Annual Conference (active member).

Job Search Survey

1. What is your current location? (Country, state, city)

Portsmouth, VA

2. What is the distance that you are able to commute?

- ☑ Less than 5 miles
- ☑ Less than 10 miles

☐   Less than 25 miles

3. What modes of transportation are available to you? (public, commuter train, car, bike, etc.)

Car

4. Are you open to relocation?

☑   Yes*
☐   No

*Include any details regarding cities and regions of the country.

5. What type of work environment are you looking for?

☑   Remote
☑   Hybrid
☐   On-site

6. Are you legally eligible to work in the USA?

☑   Yes
☐   No
☐   I'm currently seeking a work visa
☐   I currently have a work visa*

*If you answered "yes" to "have a work visa." Indicate the type below.

7. What is the highest degree or level of education you have completed? What did you study?
Field of study:

☐   High school or equivalent

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- ☐ Vocational/Technical school (2 years)
- ☑ Bachelor's degree/College graduate (4 years)
- ☐ Master's degree (MS)
- ☐ Doctoral degree (PhD)
- ☐ Professional degree (MD, JD, etc.)
- ☐ Other*
     *If you answered "other," include the details below.

Major: Psychology   Minors: Public Service, Health and Wellness, Marketing

8. What is your current employment status? (Check all that apply.)

- ☐ Employed full-time (35+ hours per week)
- ☑ Employed part-time (fewer than 35 hours per week)
- ☐ Self-employed/Freelance
- ☐ Unemployed and looking for work
- ☐ Unemployed and not currently looking for work
- ☐ Homemaker
- ☐ Military
- ☐ Retired/Unable to work
- ☑ Full-time student
- ☐ Part-time student
- ☐ Other*

*If you answered "other," include the details below.

9. What is your current position?

Graduate Assistant Counselor with TRiO/SSS at Old Dominion University

10. In which field or industry do you currently work?

Higher Education / Student Success / Academic Advising

11. What is your target salary range?

$65,000 - $85,000

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