

Henrietta Mitchell

+123-456-7890 · hello@reallygreatsite.com · @reallygreatsite
123 Anywhere St., Any City, ST 12345

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

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

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