JANE DOE

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EDUCATION

Public University, Bachelor of Science in Business Analytics May 2026

GPA: 3.74/4.00 | Relevant coursework: statistics, operations, marketing analytics, accounting

SKILLS

Analysis: Excel, SQL basics, survey analysis, KPI tracking, research summaries

Tools: PowerPoint, spreadsheet models, dashboard prototypes, CRM-style systems

Professional: customer communication, documentation, scheduling, team coordination

PROJECTS

Market Expansion Analysis

- Analyzed demographic, competitor, and pricing data for 12 potential markets and recommended 3 priority regions based on demand, margin, and launch feasibility.

Operations Dashboard Prototype

- Built spreadsheet dashboard tracking volume, cycle time, and error categories for a simulated service team, identifying bottlenecks and proposed staffing changes.

EXPERIENCE

Local Services Company

Operations Intern Jun 2025 - Aug 2025

- Updated customer records and service status reports for 1,200 accounts, improving manager visibility into overdue follow-ups.
- Documented recurring intake errors and recommended form changes that reduced missing information in the pilot queue.

Campus Organization

Treasurer Sep 2024 - May 2025

- Managed $18K annual budget, vendor payments, reimbursement tracking, and monthly reports for executive board review.
- Negotiated vendor quote comparison for annual conference, reducing event cost by 11% while preserving attendance capacity.

CERTIFICATIONS

Excel for Business Analytics | Continuing Education Provider | 2026