



**Business Analyst Intern**

**Skylar Anderson**

(206) 555-0123  
skylar.anderson@example.com  
linkedin.com/in/skylaranderson  
123 Maple Street, Seattle, WA 98101

## STRENGTHS

### **Analytical Thinking**

Continuous exposure to complex problems has sharpened my ability to dissect issues critically, fostering strategic solutions.

### **Team Collaboration**

Frequently sought out by peers for guidance on challenging projects; built camaraderie that drives results and innovation.

### **Effective Communication**

Skilled at translating technical information into clear insights for non-technical audiences, facilitating better understanding.

### **Adaptability**

Able to adjust quickly to changing priorities and environments, demonstrating resilience in dynamic work settings.

### **Problem Solving**

Solved complex issues using innovative thinking, gaining executive confidence as a trusted resource during critical times.

## SKILLS

- Business Analysis
- Data Analysis
- Microsoft Office Suite
- Project Management
- Documentation
- Client Relations
- Compliance Training
- Agile Methodologies
- Stakeholder Engagement
- Process Improvement
- Team Leadership
- Research Skills
- Time Management
- Decision Making
- Workflow Analysis

## LANGUAGES

English

Spanish

Native



Intermediate



## MY CAREER

# Yes

- Business Analyst at Insightful Analytics Inc. (2 Years)
- Business Analyst Intern at Tech Innovators LLC (4 Months)

## SUMMARY

Detail-oriented business analyst with experience in supporting diverse projects and enhancing operational efficiency. Recognized for strong communication and analytical skills while collaborating closely with cross-functional teams. Proven ability to gather requirements, analyze data, and foster positive relationships with stakeholders. Eager to further develop expertise while contributing effectively to a company's success through insightful analysis and problem-solving. Previous roles supported various business initiatives, highlighted by crafting actionable insights that improved processes and decision-making. Committed to continuous learning and effective teamwork at every opportunity.

## EDUCATION

**Bachelor's Degree in Business Administration**

**University of Washington GPA: 3.6**

**2025**

**Seattle, WA**

*Coursework: Business Models, Data Analysis, Operations Management, Marketing Strategies*

## TECHNICAL SKILLS

- **Analysis Tools:** Excel, Power BI, Tableau
- **Project Management Tools:** Trello, Asana, JIRA
- **Communication Tools:** Zoom, Microsoft Teams, Slack
- **Programming Languages:** SQL, Python
- **Data Visualization Software:** Tableau, Google Data Studio
- **Reporting Tools:** Crystal Reports, SSRS, Power BI
- **Methodologies:** Agile, Waterfall
- **Collaboration Tools:** Google Workspace, Microsoft Office
- **CRM Software:** Salesforce, Zoho CRM
- **Document Management Systems:** Confluence, SharePoint

## SKILLS

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## **EXPERIENCE**

### **Business Analyst**

**Insightful Analytics Inc.**

**June 2024 - Present**

**Portland, OR**

As a Business Analyst, focus on analyzing workflows to identify and implement improvements that boost organizational efficiency and effectiveness.

- Analyze business processes and recommend improvements to enhance efficiency.
- Collaborate with stakeholders to gather requirements and develop project plans.
- Conduct data analysis to inform decision-making and strategy development.
- Provide recommendations that align with organizational goals.

### **Business Analyst Intern**

**Tech Innovators LLC**

**January 2024 - May 2024**

**San Francisco, CA**

Supported team in varying business projects, ensuring accurate data collection and analysis that directly shaped project outcomes.

- Assisted in preparing reports and presentations for management review.
- Participated in team meetings to discuss project progress and challenges.
- Utilized data-driven insights to contribute meaningfully to project discussions.
- Facilitated communication between internal teams and clients while addressing concerns.

## **LEADERSHIP & AWARDS**

- Recipient of 'Employee of the Month' for outstanding contributions in process improvement.
- Recognized with a team award for successful project execution and collaboration.

## **CERTIFICATIONS**

- Certified Business Analysis Professional (CBAP) 2026
- Data Analytics Fundamentals Certification 2026

## **PROFESSIONAL AFFILIATIONS**

- Active member of the Business Administration Student Association.
- Participant in university-led community service projects, focusing on economic development.

## **LANGUAGES**

- English (Native)
- Spanish (Intermediate)

## **ADDITIONAL INFORMATION**

**Work Status** : Authorized to work in United States. No sponsorship required.

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## **REFERENCES**

AVAILABLE ON REQUEST