

# Skylar Anderson

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## 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

2025

University of Washington GPA: 3.6

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

- 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

## EXPERIENCE

### Business Analyst

June 2024 - Present

Insightful Analytics Inc.

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

January 2024 - May 2024

Tech Innovators LLC

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

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

## CERTIFICATIONS

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

## PROFESSIONAL AFFILIATIONS

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

## LANGUAGES

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- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST