

# Skylar Anderson

## Business Analyst Intern

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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

### 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

### 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.

## LANGUAGES

English Native

Spanish Intermediate

## MY CAREER



● Business Analyst at  
Insightful Analytics Inc. (2 Years)

● Business Analyst Intern at  
Tech Innovators LLC (4 Months)

## 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.

## ADDITIONAL INFORMATION

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

## REFERENCES

AVAILABLE ON REQUEST