



Skylar Anderson

Business Analyst Intern

📞 (206) 555-0123 ✉️ skylar.anderson@example.com

🌐 linkedin.com/in/skylaranderson 📍 123 Maple Street, Seattle, WA 98101

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.

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 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