

Daniel Brewer

☎ (404) 555-6712 ✉ daniel.brewer@example.com 🔗 linkedin.com/example/danielbrewer 📍 Atlanta, GA 30309

SUMMARY

Early career procurement analyst candidate completing a Bachelor of Business Administration at **Georgia State University** in 2027, with hands on academic experience in supplier research, sourcing analysis, vendor evaluation, reporting, and process documentation. University projects developed practical skill with Microsoft Excel, purchasing scenarios, procurement workflows, business research, and structured presentations. Work included organizing supplier information, comparing costs, documenting evaluation criteria, summarizing sourcing practices, and communicating recommendations to faculty reviewers and project advisors. Strong written and **verbal communication** supports clear reports and collaborative project execution. Analytical problem solving, organization, **attention to detail**, and milestone coordination have shaped a reliable approach to managing multiple priorities. Ready to contribute thoughtful analysis, accurate documentation, and steady support within a **procurement operations** team.

EDUCATION

Bachelor's Degree in Business Administration
Georgia State University GPA: 4.0
***Coursework:** Procurement analysis, business analytics, operations management, supply chain management*

2027
Atlanta, GA

TECHNICAL SKILLS

- **Spreadsheet Analysis:** Microsoft Excel, vendor comparisons, cost analysis
- **Procurement Research:** supplier research, sourcing analysis, purchasing scenarios
- **Reporting Tools:** Excel reports, written reports, presentation materials
- **Process Documentation:** workflow mapping, project records, evaluation criteria
- **Business Analysis:** business requirements, operational analysis, scenario evaluation
- **Supplier Management:** supplier practices, vendor information, supplier comparisons
- **Data Organization:** structured summaries, research records, data classification
- **Communication Tools:** Microsoft PowerPoint, written reports, oral presentations
- **Project Coordination:** milestone tracking, advisor collaboration, team coordination
- **Procurement Methods:** purchasing analysis, sourcing practices, procurement workflows
- **Business Research:** source review, research methods, findings synthesis
- **Evaluation Methods:** vendor evaluation, cost criteria, requirements analysis

SKILLS

- | | | | |
|------------------------|--------------------------|-------------------------|------------------------|
| • Procurement Analysis | • Business Communication | • Problem Solving | • Verbal Communication |
| • Supplier Research | • Data Organization | • Sourcing Analysis | • Project Coordination |
| • Microsoft Excel | • Process Documentation | • Vendor Evaluation | • Priority Management |
| • Reporting | • Analytical Thinking | • Written Communication | |

EXPERIENCE

Procurement Analyst Intern
University Procurement Project

January 2026 - August 2026
Atlanta, GA

Supported a university procurement case study through **supplier analysis**, purchasing research, Excel **reporting**, workflow documentation, and team coordination. Prepared clear recommendations for faculty reviewers while balancing research milestones and presentation needs.

- Compared supplier information in Excel, clarifying purchasing options for faculty review.
- Built vendor reports with costs and criteria, improving comparison across purchasing scenarios.
- Documented **procurement workflows**, giving reviewers a clear view of process steps.
- Researched sourcing practices, then summarized findings for project presentations.
- Evaluated **purchasing decisions** against **business requirements** using structured analytical methods.
- Coordinated milestones with student teammates and advisors, keeping project work organized.

Procurement Research Assistant
Business Operations Research Project

September 2025 - December 2025
Remote

Supported **business operations** research focused on supplier management and procurement process models. Organized source material, maintained project records, prepared presentations, and communicated operational findings through concise written reports.

- Researched **supplier management practices**, connecting source findings with **procurement process models**.
- Created structured research summaries, helping teammates locate relevant business evidence quickly.

- Developed **presentation materials** that explained procurement concepts in accessible language.
- Organized project documentation, keeping **research records** consistent and easy to review.
- Applied **problem solving** methods when evaluating operational scenarios for project discussions.
- Communicated findings through reports and presentations, supporting collaborative academic decisions.

PROJECTS

Supplier Evaluation Analysis 📅 August 2026

A closer look at supplier data revealed how consistent criteria could improve purchasing discussions. Built an Excel analysis comparing vendors, costs, and requirements, then presented recommendations through a structured procurement case study.

Procurement Process Research 📅 December 2025

A scattered set of business sources became a clear research resource. Examined supplier management practices and process models, organized findings, and created presentation materials for operational analysis.

LEADERSHIP & AWARDS

- Dean's List, 2025, recognized for strong academic performance.
- Academic Excellence Scholarship, 2026, awarded for sustained achievement.
- Faculty Recognition, procurement case study presentations, 2026.

CERTIFICATIONS

- Excel Skills for Business 📅 2026
- Business Analytics Fundamentals 📅 2026

PROFESSIONAL AFFILIATIONS

- Business Student Association Member, 2025 to 2026, participating in business focused peer activities.
- Peer Career Workshop Volunteer, 2026, helping students prepare for professional conversations.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST