



Daniel Brewer

Early Career Procurement Analyst

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STRENGTHS

- 🔍 **Supplier Analysis**
Compared vendor information and purchasing scenarios in Excel. A clear comparison helped faculty reviewers discuss options with confidence.
- ♥️ **Process Documentation**
Mapped procurement workflows and kept project records organized. Small details made recommendations easier for reviewers to follow.
- 💡 **Analytical Problem Solving**
Applied structured methods to purchasing and operational questions. Working through each scenario clarified practical business requirements.
- 💬 **Clear Communication**
Turned research findings into reports and presentations. Teammates valued concise explanations during project reviews.
- 👥 **Team Organization**
Coordinated milestones with students and advisors. A shared rhythm kept research, reporting, and presentations moving together.

SKILLS

Procurement Analysis

Supplier Research Microsoft Excel

Reporting

Business Communication

Data Organization

Process Documentation

Analytical Thinking

Problem Solving Sourcing Analysis

Vendor Evaluation

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 📅 2027 📍 Atlanta, GA

Coursework: *Procurement analysis, business analytics, operations management, supply chain management*

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

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

Written Communication

Verbal Communication

Project Coordination

Priority Management

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER



● Procurement Analyst Intern
at University Procurement
Project (7 Months)

● Procurement Research
Assistant at Business
Operations Research Project (3
Months)

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.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST