**Matthew J. Evans**  
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**Objective:**

An entry-level business analyst position that can allow me to improve my skills and contribute in the development of the organization at the same time.

**Summary of Skills:**

* Outstanding creativity in building and giving presentations
* Excellent communication skills
* Strong analytical skills in assessing current and future market trends
* Strong interpersonal, coordination, and organizational skills
* Strong customer service skills
* Ability to monitor business accounts
* Expert in conducting market survey and analysis

**Computer Skills:**

Proficient with  
Word, Excel, PowerPoint  
Windows XP, Windows 7, Vista, Linux

**Work Experience:**

**Trainee Business Analyst**  
Smart Consulting Group, Sonoma, CA  
2011 – Present

* Assessing and analyzing business structure and recommending suggestions for improvement
* Developing business goals specific to clients' requirements
* Gathering and performing business data analysis
* Ensuring data integrity and controlling data quality
* Creating test scripts with guidance of senior analysts
* Analyzing behavior of market and competitors

**Trainee Business Analyst**  
Tech Fronts, Sonoma, CA  
2009 – 20011

* Contributed in finding business process solutions
* Developed effective strategies for enhancing production
* Performed market surveys and drafted reports
* Attended seminars and training programs
* Studies production and flow of goods
* Assisted in preparing presentations and scheduling meetings

**Education:**

BS Degree in Business Analysis  
Mind-Tree College of Management, Sonoma, CA  
2008

**References:**

Available upon request.