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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.