





SARAH LISTON

BUSINESS ANALYST

CONTACT

-  (555) 123-4567
-  sarah.liston@email.com
-  Chicago, IL
-  linkedin.com/sarahliston

SKILLS

- Requirements gathering and documentation
- Process mapping and workflow analysis
- Stakeholder management and communication
- GAP analysis and feasibility studies
- Business case development
- Cost-benefit analysis
- SQL for business data queries
- Excel (VLOOKUP, pivot tables, financial modeling)
- Tableau and Power BI for data visualization
- Microsoft Visio for process mapping
- JIRA for project tracking
- Statistical analysis (R, SPSS)

CERTIFICATIONS

- Entry Certificate in Business Analysis (ECBA)**
International Institute of Business Analysis,
March 2024
- Google Analytics Individual Qualification**
Google, February 2024
- Microsoft Excel Expert Certification**
Microsoft, January 2024



PROFILE

Recent Business Administration graduate with hands-on experience analyzing sales data and identifying process improvements through academic projects. Proficient in SQL, Excel pivot tables, and creating business requirements documentation. Completed 300+ hours of data analysis coursework with focus on business problem-solving and stakeholder communication.



WORK EXPERIENCE

Sales Associate | Best Electronics JUNE 2023 - PRESENT

- Analyzed sales data across 25 categories, boosting turnover by 28%
- Collected customer feedback and delivered reports, driving 4 store layout changes
- Partnered with teams to streamline product placement, cutting restocking time by 35%
- Presented sales trends to management, leading to targeted promotions

Research Assistant | University Business Department JAN 2023 - MAY 2024

- Documented research methodologies and requirements for faculty-led market analysis projects involving 500+ survey responses
- Evaluated survey data using statistical software (SPSS) to identify consumer behavior patterns and trends
- Facilitated focus group sessions with 8-12 participants, gathering requirements for product development research
- Created data visualization dashboards in Tableau to present research findings to academic stakeholders



EDUCATION

Bachelor of Business Administration

University of Illinois, Chicago, IL | May 2024 |
GPA: 3.8

Relevant Coursework: Business Process Analysis, Database Management Systems, Operations Research, Financial Analysis, Statistics

Capstone Project: Analyzed customer retention data for local electronics retailer, identified 5 key improvement areas leading to projected 22% retention increase and \$180,000 annual revenue impact

MICHAEL LEE

Business analyst

☎ 555) 345-7890

✉ michael.lee@email.com

📍 San Francisco, CA

ABOUT ME

Detail-oriented Business Administration graduate with focus on data visualization and process optimization. Experienced in Tableau dashboards, SQL data queries, and stakeholder communication. Strong academic background in business process modeling and analytics.

EDUCATION

University of California, Berkeley | May 2024 | **GPA: 3.9**

Bachelor of Business Administration

Capstone Project: Designed customer churn analysis model for telecom company, projected retention improvement of 15%.

WORK EXPERIENCE

Business Data Intern | Pacific Tech Consulting

JAN 2024 - APR 2024

- Developed Tableau dashboards summarizing client operational KPIs.
- Conducted GAP analysis for order fulfillment process.
- Assisted in preparing business case documentation for process redesign.

Research Assistant | UC Berkeley Haas School of Business

SEP 2023 - DEC 2023

- Analyzed survey data from 1,000+ participants using R.
- Created visual insights for research publication.

SKILLS

- Business process analysis & GAP assessment
- Stakeholder engagement & communication
- Tableau, SQL, and R for business analysis
- Excel pivot tables & macros
- Agile frameworks & project tracking in JIRA
- Market trend analysis & financial modeling

CERTIFICATIONS

Entry Certificate in Business Analysis (ECBA), IIBA, 2024

Agile Analysis Certification (IIBA-AAC), 2024

Microsoft Excel Expert, 2023

OLIVIA MARTINEZ

BUSINESS ANALYST

EXPERIENCE

Business Analyst Intern Dell Technologies

JAN 2024 – MAY 2024

- Created SQL-based reports for product usage data.
- Supported requirements documentation for IT system updates.
- Facilitated sprint planning meetings with Agile teams.

Sales Associate Best Buy

JUN 2022 – DEC 2023

- Documented research methodologies and requirements for faculty-led market analysis projects involving 500+ survey responses
- Evaluated survey data using statistical software (SPSS) to identify consumer behavior patterns and trends
- Facilitated focus group sessions with 8-12 participants, gathering requirements for product development research
- Created data visualization dashboards in Tableau to present research findings to academic stakeholders

EDUCATION

Bachelor of Business Administration – Information Systems

University of Texas at Austin, McCombs School of Business
May 2024
GPA: 3.6

Capstone Project

Conducted analysis of e-commerce customer data, producing recommendations that improved conversion rates by 10%.

CONTACT



(555) 123-4567



olivia.martinez@email.com



Austin, TX

SUMMARY




Recent graduate with concentration in Information Systems and Business Analytics. Skilled in translating business requirements into actionable insights using SQL, Excel, and Tableau. Experience supporting retail operations and university research projects.

SKILLS

- Requirements elicitation & documentation
- Business case & feasibility study preparation
- SQL queries & database reporting
- Tableau dashboards & Excel modeling
- Process mapping with Lucidchart
- Customer journey analysis

SAMUEL SCOTT

BUSINESS ANALYST

 (555) 234-6789
 samscott@email.com
 New York, NY

PROFILE

Recent graduate seeking an entry-level business analyst role. Skilled in analyzing data, preparing reports, and supporting decision-making. Strong foundation in SQL, Excel, and basic business process analysis.

SKILLS

- Microsoft Excel, PowerPoint, Word
- Social Media Marketing Tools (Hootsuite, Canva)
- Data Analysis (basic SQL)
- Communication & Teamwork

CERTIFICATIONS

Microsoft Excel Expert, 2023

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ANALYTICS

New York University, Stern School of Business

May 2024

GPA: 3.8

Relevant Coursework:

Data Analytics, Business Process Analysis, Statistics, Database Management




Capstone Project:

Built a Tableau dashboard to monitor sales trends and operational metrics for a simulated company.

ALEX MORGAN

ASPIRING BUSINESS ANALYST

CONTACT

 (555) 123-4567
 Chicago, IL
 alex.morgan@email.com

EDUCATION

BACHELOR OF SCIENCE IN
BUSINESS ADMINISTRATION
UNIVERSITY OF ILLINOIS,
CHICAGO, IL MAY 2024
GPA: 3.7

SKILLS

- Business Analysis:
Requirements gathering, process mapping, stakeholder communication
- Data Analysis: SQL, Excel (pivot tables, VLOOKUP), Tableau
- Tools: Microsoft Visio, Power BI

CERTIFICATIONS

ENTRY CERTIFICATE IN
BUSINESS ANALYSIS (ECBA),
IIBA, 2024

ABOUT ME

Aspiring business analyst transitioning from customer service and administrative roles, with strong analytical, problem-solving, and process improvement skills. Experienced in managing data, creating reports, and supporting decision-making through personal and volunteer projects. Eager to apply transferable skills in a professional BA role.

EXPERIENCE

CUSTOMER SERVICE ASSOCIATE - TARGET JUN 2022 – DEC 2023

Analyzed sales and customer feedback to identify trends, streamline reporting, and coordinate team operations, improving efficiency and customer satisfaction.

VOLUNTEER ANALYST - LOCAL NONPROFIT ORGANIZATION JAN 2023 – APR 2023

Collected and analyzed survey data, created visual dashboards for the board, and assisted in process mapping to improve volunteer onboarding and engagement.

PROJECTS

SALES TREND ANALYSIS

Used public retail datasets to identify peak sales periods and customer purchasing patterns, creating recommendations for product promotions.

CAPSTONE PROJECT:

Analyzed public retail sales data to identify trends and recommend actionable insights for a mock business scenario.