Henrietta Mitchell

+123-456-7890 · [hello@reallygreatsite.com](mailto:hello@reallygreatsite.com) · @reallygreatsite 123 Anywhere St., Any City, ST 12345

# BUSINESS MANAGEMENT & ANALYSIS

Motivated and results-driven Business School graduate seeking a challenging position within a large organisation as a Business Analyst or Project Manager. Offering a strong foundation in business strategy, data analysis, and project management, with a proven ability to drive efficiency, deliver successful outcomes and collaborate within cross-functional teams.

# KEY COMPETENCIES

Process improvement

Data-driven strategic planning Cost-benefit analysis

Report writing and presenting Critical thinking skills Excellent communication skills

Strong interpersonal skills Proactive and self-motivated Exceptional organisational skills

# PROFESSIONAL EXPERIENCE

Arowwai Industries Business Analyst Intern

Oct 2023 - Present

Developed and implemented a streamlined process for gathering business requirements, reducing project delivery time by 15%. Developed and implemented a standardised reporting framework, resulting in improved visibility of key performance metrics and enabling data-driven decision-making at all levels of the organisation.

Hanover and Tyke

Project Management Assistant

Jan 2022 - Aug 2023

Assisted project managers in planning and executing various projects, ensuring adherence to project timelines and deliverables. Monitored project budgets, tracked expenses, and prepared financial reports to ensure cost-effectiveness and adherence to financial guidelines.

Giggling Platypus Co. Barista

July 2020 - Jan 2022

Prepared and served a variety of beverages with precision and creativity, consistently meeting or exceeding quality standards, and receiving compliments for latte art and presentation.

# EDUCATION & CERTIFICATIONS EXTRACURRICULAR ACTIVITIES

Bachelor of Business Administration President, Business Club Majors: Analytics and Project Management Ginyard International Co. Ginyard International Co.

Graduate Project Management Certification Ginyard International Co.

Community Volunteer

Paucek and Lage

Impact Evaluation Methods 3-Day Short Course Liceria & Co.