

Resume Sample (Business Analytics)

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OBJECTIVE: Internship in Business Analytics at Technology Company.

EDUCATION

B.S., Business Administration, Concentration in Business Analytics

May 20XX

San Jose State University, San Jose, CA, GPA: 3.6

Relevant Coursework: Business Statistics, Statistical Analysis, Quantitative Business Analysis, Marketing Research

SKILLS

Computer: Microsoft Excel, Word, PowerPoint, Google Sheets, Google Slides, Wix, Slack, Zoom

Technical: Salesforce CRM, Tableau, SQL, R, Power BI

PROJECTS

Data Analytics Project, SJSU, San Jose, CA

March 20XX - April 20XX

- Collaborated with a team of 5 to create a data dashboard with 5+ descriptive statistics
- Evaluated over 1000+ lines of data in Excel and utilized Tableau to develop concise report of data findings
- Presented recommendations based on findings to class via Zoom and Google Slides

EXPERIENCE

Retail Sales Consultant, ABC Wireless, San Jose, CA

February 20XX - April 20XX

- Led sales every month by utilizing strong customer services skills to build rapport and meet client needs
- Supported a diverse range of customers from general public to C-suite executive level business customers
- Utilized Tableau to create weekly sales and productivity dashboards in order to track progress to goal on KPIs
- Developed 20+ small business partnerships and generated new customers to increase store revenue
- Facilitated troubleshooting strategies for a variety of issues, including IOS and Mac OS, Windows OS, Android OS, all mobile devices, wearables

Business Intern, AR Company, Remote

August 20XX - December 20XX

- Utilized tableau to create several sales dashboard to help efficiently track company revenue and sales
- Pitched partnership opportunities with other small businesses in order to increase company brand awareness
- Created email marketing templates for potential partners which were shared with the business development team to streamline processes
- Conducted market research by surveying over 50+ clients and evaluating their perspectives and recommendations

ACTIVITIES

Member, Spartan Analytics, SJSU

February 20XX - Present