



Olivia Chen

Business Analyst Project Manager

I am an experienced business analyst project manager with over eight years of experience leading cross-functional projects that improve operational efficiency. I combine data-driven analysis with strategic planning to deliver projects on time and within budget.

CONTACT

 (555) 345-6789

 olivia.chen@example.com

 LinkedIn

 San Francisco, CA 94102

KEY SKILLS

- Project Management
- Data Analysis
- Strategic Planning
- Stakeholder Engagement
- Process Optimization

PROFESSIONAL EXPERIENCE

January 2016 - Present

Business Analyst Project Manager | Deloitte, San Francisco, CA

- Managed projects that increased operational efficiency by 20% through strategic process improvements.
- Developed analytical models to forecast financial outcomes, improving budgeting accuracy by 25%.
- Coordinated with stakeholders to align project goals with business strategies.

June 2010 - December 2015

Junior Business Analyst | KPMG, Oakland, CA

- Assisted in market research and data analysis, resulting in a 15% cost reduction for clients.
- Supported project teams in the execution of process improvement initiatives.
- Developed and maintained dashboards to track project performance.

EDUCATION

MBA

University of San Francisco, San Francisco, CA – Graduated May 2013

BS in Business Analytics

University of California, Berkeley, CA – Graduated May 2009

CERTIFICATIONS

- PMP, Project Management Institute
- CBAP, International Institute of Business Analysis