



Your Name

Entry-level Business

Highly driven with experience in business analysis and administration, and strong customer service, data analysis, and operational skills to optimize business strategies and customer satisfaction. Certifications by the International Institute of Business Analysis, Project Management Institute, and Institute of Certified Professional Managers demonstrate skill development and willingness to develop as a business professional.



City, State Abbreviation zip code



(123) 456-7890



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- Accounting basics
- Administrative tasks
- Marketing asset creation
- Proficiency in Microsoft Office Suite
- Sales presentations

CERTIFICATIONS

- Certified Business Analysis Professional (CBAP), International Institute of Business Analysis (IIBA), May 2023
- Certified Manager (CM), Institute of Certified Professional Managers (ICPM), June 2021

PROFESSIONAL EXPERIENCE

JUNIOR BUSINESS ANALYST | E&J CONSULTANTS JACKSONVILLE, FL

- Conduct comprehensive market research and data analysis to guide adjustment of business strategies
- Contribute to cross-departmental collaboration efforts to ensure horizontal alignment of company goals and objectives
- Assist in developing presentation material and narrative for senior management, contributing to strategic direction decisions

ADMINISTRATIVE ASSISTANT | GUARDIAN ACCOUNTING GROUP TAMPA, FL | MAY 2021 – MAY 2022

- Managed daily administrative operations including data entry, filing, scheduling meetings, and managing office supplies
- Effectively addressed client inquiries and complaints upholding company integrity and relationship with customers
- Assisted in compiling marketing materials and sales presentations impacting the branding strategy of the company

EDUCATION

- Bachelor of Business Administration (BBA)
Florida State University, Tallahassee, FL | 2021