

Business Analyst Resume (Full Transformation)

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Objective

Analytical, detail-driven student pursuing opportunities in **business analysis, operations, and data-driven decision-making**. Strong foundational experience with Excel, process improvement, project support, and hands-on work environments. Eager to apply problem-solving abilities, communication skills, and a continuous-learning mindset to support organizational performance and operational efficiency.

Technical & Business Skills

Data & Analysis:

- Advanced **Excel** (pivot tables, IF statements, VLOOKUP/XLOOKUP, trend analysis)
- Basic data visualization (charts, dashboards, KPI tracking)
- Understanding of workflow modeling and process mapping

Business Tools:

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Google Workspace
- Basic CRM understanding

Soft Skills:

- Strong communication and team collaboration
 - Highly reliable and organized
 - Fast learner with strong initiative
 - Problem-solving and critical thinking
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Education

University of Nevada, Reno — B.S. Student *(2024–Current)*

Major Coursework: Intro to Business, Technical Communication, Applied Math, Computer Applications

GPA: 3.64

Battle Mountain High School — Graduate

GPA: 3.97

Relevant Experience

Process & Operations Support (Skills from 911 Landscaping)

General Laborer — 2020–2023, Summers

Although in a labor environment, responsibilities directly developed business-relevant skills:

- Coordinated tasks, timelines, and project requirements across small teams.
- Followed strict project specifications — building discipline for workflow accuracy.
- Managed inventory of tools, materials, and supplies.
- Communicated with supervisors and clients to confirm expectations.
- Identified small process improvements in equipment setup and project organization.
- Balanced multiple tasks efficiently under time constraints.

Academic & Personal Business Work

- Created Excel models for budgeting, cost tracking, and academic projects.
 - Assisted peers with scheduling, planning, and organizational tasks.
 - Built digital skills by developing and managing your WordPress website (a real professional strength).
 - Managed personal schedules, logistics, and responsibilities with consistent follow-through.
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Strengths

- Highly adaptable with strong analytical thinking
 - Strong understanding of efficiency, timelines, and organization
 - Comfortable learning new software quickly
 - Dependable and professional in any work environment
 - Works well independently and in team structures
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References

Available upon request.