



MICHAEL ANDERSON

Business Analyst Intern

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SUMMARY

Dynamic and detail-oriented Junior Business Analyst with a proven track record in leveraging analytical skills to enhance operational efficiency and drive business growth. Demonstrated ability to analyze complex data sets, identify trends, and provide actionable insights that support strategic decision-making. Proficient in utilizing advanced analytical tools and methodologies to optimize business processes and improve performance metrics.

WORK EXPERIENCE

Business Analyst Intern Tech Innovations Inc.

Jan 2023 - Present

- Conducted comprehensive market research to identify emerging trends and customer needs.
- Utilized SQL for data extraction and manipulation to support analysis.
- Collaborated with stakeholders to gather and document business requirements.
- Developed process flow diagrams to visualize current and future state processes.
- Assisted in the preparation of detailed reports and presentations for executive review.
- Participated in agile ceremonies, contributing to sprint planning and retrospectives.

Data Analyst Assistant Data Solutions LLC

Jan 2020 - Dec 2022

- Analyzed large datasets using Excel and Tableau to uncover business insights.
 - Created dashboards for real-time performance tracking and reporting.
 - Supported the implementation of new data management processes.
 - Assisted in user acceptance testing for new software applications.
 - Documented data findings and presented recommendations to senior analysts.
 - Engaged in stakeholder interviews to clarify analytical objectives and goals.
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EDUCATION

Bachelor of Science in Business Administration, University of California, 2021

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** data analysis, SQL, Excel, Tableau, business process modeling, stakeholder engagement
- **Awards/Activities:** Recognized as 'Intern of the Month' for outstanding contributions to project success.
- **Awards/Activities:** Improved reporting efficiency by 20% through the automation of data collection processes.
- **Awards/Activities:** Presented findings at the annual company conference, receiving positive feedback from executives.
- **Languages:** English, Spanish, French