

# Rose Nathers

## Entry Level Business Analyst

*Team-oriented critical thinker with intern experience and relevant undergraduate coursework. Motivated to join a group of seasoned business analysts and cross-functional teammates at Professional Technology Integration, where I anticipate growth and the chance to prove my abilities by reaching clients as a Spanish speaker.*

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(123) 456-7890

Pittsburgh, PA

[LinkedIn](#)

### WORK EXPERIENCE

#### Bainbridge, Inc.

Business Analyst Intern

Pittsburgh, PA | August 2020 - current

- Performed in-depth research and analysis to help 10+ Fortune 1000 companies stay ahead of their competition
- Compiled data using data visualization and Excel, working with 2 senior business analysts to infer meaningful insights that improved organizational processes for several companies, which saved a total of 90 man hours per month
- Participated in 100+ hours of in-house workshops and state-wide conferences to improve industry knowledge
- Contributed to presentation preparations, and offered discussion in client and stakeholder meetings
- Drafted client reports under the supervision of senior analysts, receiving 100% positive feedback for alignment to client goals
- Communicated strategies to analyst team, and received valuable feedback regarding approach to business observations

#### GCSS Advisors

Administrative Assistant

Pittsburgh, PA | February 2017 - August 2020

- Greeted 100+ guests and clients each shift, directing them to appropriate offices and staff
- Responded to multi-line phone system, directing calls with wait times less than 90 seconds, and answered emails
- Managed customer accounts, and suggested improved organization method that reduced time spent finding information by 13%
- Supported 6 office advisors, overseeing their appointment calendars, booking accommodations, and typing memos
- Handled inventories, and ensured copy machine and printer remained functional, replacing toner and removing jams
- Maintained lobby appearance, sweeping, dusting, and rearranging furniture and entertainment selections

### SKILLS

- Modeling: Linear and logistic regressions
- Data Visualization: Excel, Google Sheets, Matplotlib, Tableau
- Problem Solving
- Research and Analytical Skills
- Bilingual (Spanish)

### EDUCATION

B.S.

Business

University of Pittsburgh

September 2016 - April 2020

Pittsburgh, PA

GPA: 3.7

### RELEVANT COURSES

- Intermediate programming
- Probability & Statistics
- Linear Algebra
- Applied Econometrics
- Game Theory
- Calculus 1-3