**Olivia Collier**  
99 SOUTH STREET 32  
Hilltop Avenue 11  
US  
Phone no.: (555) 666-4777  
E mail id: oliviacol@example.com

**Objective**

To seek the challenging position of a business analyst to utilize my academic knowledge in practical applications and nurture my skills.

**Key skills**

* Good communication skills both written and verbal, that helps in creating a positive impression.
* Excellent academic performance throughout the degree and graduation.
* Ability to analyze the issues and derive proper conclusions using advanced techniques.
* Ability to work in teams and leadership quality.
* Excited at taking challenges and giving satisfactory results.
* Ability to easily get acquainted with diversified business environments.

**Education details**

* Completed masters' degree in Business Administration (Accounting) from Alabama Lutheran Academy of Business School, Duster in the year 2009 with 91.11%.
* Completed bachelors' degree in Business Administration from Starlight institute of Science and Industry, Duster in the year 2007 with 92.07%.

**Certifications**

* Certification course in developing a Business Analysis Work plan (2 weeks).
* Certification course in detailing business data requirements (1 week).
* Certifications course in business requirements validation (1 week).
* Certifications in computer - languages (C, C++, Java), Microsoft access, Microsoft power point.

**Training**

**Underwent industrial training on a part-time basis for six months in the last semester of masters' degree.**  
Responsibilities handled during the training -

* Assisted in providing business process solutions to the seniors.
* Application of effective business strategies for the development of the company.
* Trained in developing good client relations and deepening relations with them.
* Developing use cases, workflows, screen mock-ups and conversion requirements.

**Achievements**

* Awarded as the best student in the masters' degree.
* Gold medal in acrylic painting competition (National Level).