**Wilma Curtis**

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**Professional Summary**

Experienced Staff Analyst who is extremely adept at data mining and creating useful reports from complicated data. Adept in utilizing computer productivity software, presenting complicated findings to members of an executive team and analyzing data from several different sources. Specializes in productivity projections and complex data analysis.

**Core Qualifications**

* Certified database administrator
* Works well across many different corporate departments
* Adept at personnel and financial projections
* Great team player
* Capable at doing comprehensive research
* Project management experience
* Data mining experience

**Experience**

April 2009 to July 2014 Manicorp-New Parkland, CA Staff Analyst

* Responsible for analyzing purchasing data and creating inventory level projections.
* Headed up a team that helped management to put together a comprehensive expansion plan.
* Assisted in providing budget numbers for several rounds of new personnel hiring.

October 2000 to April 2009 Forest Company-New Parkland, CA Staff Analyst

* Responsible for monthly report comparing recurring use of company resources for field testing and field projects.
* Assisted in calculating financial aspects of bids received from a variety of subcontractors.
* Part of a team that was responsible for quarterly and annual budget forecasting numbers.

March 1996 to October 2000 Piece of Mind, Incorporated-New Parkland, CA Staff Analyst

* Assisted in keeping accurate budget and personnel level numbers for a significant number of seasonal employees.
* Responsible for delivering monthly reports on packing and shipping materials cost and usage.
* Worked with executive team to corroborate budget numbers and lend credence to revenue projections.

**Education**

1995 University of Upper California, New Parkland, CA Bachelor of Science, Business