

## Entry-Level Business Analyst - SAMPLE RESUME/ADVICE

(Created by Zippia)

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Email: xxxxx      Location: Based in Durham, NC

[Given how little there is in the rest of this resume, just think about what you've already included and think about what would be the best to emphasize in this introductory summary. Without much experience, you'll want to emphasize the knowledge and qualities that you *do* have, while simultaneously proving to any potential employers that you're trainable enough to be worth the investment. With the information I've made up below, a summary might look like this:]

Currently employed as a Business Analyst Intern at Walrus Systems. Knowledgeable of business logic of Abernathy Systems. Experienced with MS programs, Photoshop, and ArcGIS systems; know basic HTML and CIS. Studied business administration and began networking with individuals in Osaka, Japan, during study abroad. Previous leadership experience at Raleigh Performing Arts Center. Aggressive individual with basic knowledge of the industry, quick learner.

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### Work Experience

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#### **Business Analysis Intern**

ABERNATHY SYSTEMS, INC.

-            Durham, NC

December 2016 to Present

- Responsible for execution and management of research data for specified topic.
- Aided the organization in collecting various forms of data
- [For this particular example, it would be good if you could think of a particular instance you can point to where specific work you did benefited the company at large; maybe you increased sales by carefully observing customers and recommending appropriate policy changes, which went on to be implemented by the company? If not, keep thinking of specific things you can mention that would make you look more experienced or capable.]

#### **Volunteer/Intern**

RALEIGH PERFORMING ARTS CENTER

-            Raleigh, NC

April 2015 to November 2015

- Responsible for curriculum development and execution.
  - Aided the organization's fundraiser initiatives.
  - Worked with children ages 5-12.
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### Education

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Bachelor of Arts      : Business Administration

UNC Asheville      Asheville, NC

GPA: 3.95

May 2016

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## **Additional Information**

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Skills:

- Experienced with MS Word, Excel, Powerpoint, and Outlook. Experienced with Photoshop and marketing techniques. Experienced with ArcGIS programs. Knowledge of POS systems
- Language: Native English; Basic French and Japanese
- Travelled to 15 countries and lived in 4 (US, France, Japan & China) during eight months
- Quick learner
- Understand Basic HTML, Basic CSS