

EMMA JONES

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BUSINESS ANALYST SUMMARY

- Recent graduate with a strong foundation in business analysis and data management.
- Increased data processing efficiency by 20% during an internship at Analytics Co.
- Conducted competitive analysis, contributing to a 10% improvement in product positioning.
- Dean's List student with a 3.8 GPA, volunteer mentor for underprivileged youth.

WORK EXPERIENCE

BUSINESS ANALYST INTERN

June 2023 - August 2023

Analytics Co.

- Assisted in developing dashboards, enhancing data visibility for the management team.
- Conducted data quality checks, improving data accuracy by 15%.
- Collaborated with senior analysts to identify market trends, aiding in strategic decision-making.

RESEARCH ASSISTANT

September 2022 - May 2023

Market Research Lab, Chicago University

- Collected and analyzed survey data, supporting research projects with actionable insights.
- Created data reports, which contributed to a published study on consumer behavior.
- Assisted in designing survey methodologies, ensuring robust and reliable data collection.

MARKETING INTERN

June 2022 - August 2022

Startup Innovators

- Conducted competitor analysis, providing key insights for marketing strategies.
- Assisted in social media campaign analysis, contributing to a 5% increase in engagement.
- Supported data entry and reporting tasks, ensuring data integrity.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

January 2019 - May 2023

Chicago University

SKILLS

Data Analysis



Excel



SQL



Market Research



Report Writing



INTERESTS

Passionate reader, aspiring marathon runner, and amateur graphic designer.