

NAME

City, ST | Phone | Email | LinkedIn URL (personalized)

Extensive experience in applying strong data analytics skills to inventory management in both retail and eCommerce. Known for excellent communication skills and the ability to collaborate effectively in diverse environments. Currently pursuing an MBA with a major in business analytics and eager to use my background and experience to solve complex business problems.

COMPUTER AND LANGUAGE SKILLS

- ERP (Oracle JD Edwards)
- Microsoft Office Suite
- Planning and Organization
- German (B1)
- Java, Python, SQL, R
- Analytical Problem-Solving
- Arabic (Mother Tongue)
- English (Fluent)

EDUCATION

MBA, University of Delaware, Newark, DE Dec 20XX
Major in Business Analytics - GPA 4.00
Member of University of Delaware Toastmasters

B.S. in Industrial Engineering, German Jordanian University, Amman, Jordan Aug 20XX
GPA 3.22
Study Abroad, University of Bingen, Germany Sep 20XX – Feb 20XX

WORK EXPERIENCE

University Of Delaware, Delaware, USA Feb 20XX – present
Graduate Assistant

- Supporting the research and teaching efforts of the Lerner College of Business and Economics

Amazon, Amman, Jordan Oct 20XX – Dec 20XX
Senior Compliance Associate

- Analyzed existing products HTS code and modified reclassification, based on the World Customs Organization
- Monitored individual KPIs and performed deep dive analysis on deviations (productivity, quality, utilization)

Azadea Group, Amman, Jordan May 20XX – Sep 20XX
Stock Management Officer, Food and Beverage

- Analyzed inventory activity to ensure continuous system updates, accurate stock levels, and efficient operations
- Provided management reports to the shops for their analysis and problem resolution
- Provided training and guidance to employees performing inventory transactions

Junior Stock Management Specialist, Fashion & Accessories Aug 20XX – May 20XX

- Analyzed inventory transactions and provided reports to efficiently forecast demand and replenishment
- Performed cycle counts and analyzed results to verify inventory accuracy and identify discrepancies in the stock levels

SourceitHR, Amman, Jordan Sep 20XX – Aug 20XX
HR Consultant/Analyst

- Provide HR gap assessment to identify areas of enhancement and based on it develop and implement plans to ensure success of HR functions in the business

ADDITIONAL ACCOMPLISHMENTS

German Jordanian University, Jordan (Graduation Project) Oct 20XX - Jun 20XX
Data Mining Techniques for CRM in Retailing with Safeway
University Of Delaware, Carol A. Ammon Graduate Case Competition March 20XX
University Of Delaware, Graduate Peer Mentor for the 2022 SUSI Young Woman Leaders Program Summer 20XX

YOUR NAME

City, State | Email | Cell
LinkedIn URL (be sure to personalize it)

SUMMARY

- Specialized experience in business and financial analytics
- Known for strong interpersonal skills, superior communication skills, and a can-do attitude
- Problem solver and quick learner able to adapt in new business fields and fast changing environments

EDUCATION

University of Delaware

Master of Business Administration

Newark, Delaware

May 20XX

Course Concentration: **Business Analytics** (GPA: 3.6/4.0)

Master of Science in International Business (GPA: 3.6/4.0)

Newark, Delaware

September 20XX

Beijing City University

Beijing, China

September 20XX

Bachelor of Science in International Business (GPA: 3.4/4.0)

SKILLS

- Excel (pivot table, simple regression, solver)
- SAS (Proficient) (Data Reporting & Programming)
- MySQL (Proficient)/ Lucid Chart (ER Model)
- Tableau
- Python (Numpy, Pandas)
- Linear Programming (Modeling and Problem Solving by LINDO and Excel)
- Languages: English (Fluent), Chinese (Native)

EXPERIENCE

Business Analyst Intern

January 20XX– June 20XX

Phillips & Cohen Associates

Wilmington, Delaware

- Produced SAS/SQL reports, presented internal analysis to all levels of management, delivered operation control reports
- Extracted high quality data from large database, analyzed client's business requirements, generated potential solutions
- Automated client FRD/DEFRD report, reduced processing time from **2 hours to 10 seconds**
- Coordinated with key clients, initiated measures, delivered visualized graphs, and effective solutions
- Analyzed and identified current inefficiencies with the current databases with a view to providing a solution

Project & Marketing Associate Intern

January 20XX – July 20XX

Junior Achievement

Wilmington, Delaware

- Documented and analyzed volunteer information by using the BCRM system and SQL
- Assisted program director with the JA company program, including Piranha Pond and other programs
- Consulted with an entrepreneur group to launch their business (Hoursabove.org) in Microsoft, Christiana Mall
- Created several promotion videos for JA and Young Professional Board

Customer Service Representative

November 20XX – January 20XX

Gengquan Corporation

Yunnan, China

- Communicated with native and foreign customers (From Japan, Singapore)
- Consulted with oversea partners with international trade terms, negotiated duty and responsibility in contract
- Participated in the international market program contributed to team that increased profits by approximately a million RMB

LEADERSHIP AND ACTIVITIES

President *Lerner International Student Association (LISA), University of Delaware*

December 20XX – December 20XX

Vice President *Lerner International Student Association (LISA), University of Delaware*

March 20XX – November 20XX

Community Outreach & Engagement *Lerner Diversity Council, University of Delaware*

March 20XX – November 20XX

Name

Cell | Email | City, State | LinkedIn URL

EDUCATION

Master of Business Administration (MBA) – Business Analytics | University of Delaware **May 20XX**
Bachelor of Science in Material Science & Engineering | Pennsylvania State University, University Park

SKILLS

- Proficient in Excel, SQL, Aspen, MATLAB, Mathcad, CHEMCAD.
- Speak and write fluently in English, Mandarin, Malay, Cantonese and Hokkien.

WORK EXPERIENCE

University of Delaware | Alfred Lerner College of Business & Economics Newark, DE
Graduate Assistant – Data Analytics Aug 20XX – Present

- Conduct independent research, programming, and data analyzing under supervision of Dr. Tsai and Dr. Bishop.
- Extract raw data from different sources (e.g. Excel, SQL), consolidate processed data, and store in data mart following specific data requirements.
- Apply data modeling with analytical software to derive statistical and data-driven insights for different market segments.

TechnipFMC PLC (Asia Pacific Region) | Process & Safety Department Kuala Lumpur, Malaysia
Chemical Engineering Intern May 20XX – July 20XX

- Participated in plant design of world scale thiochemical platform with contract value of \$223 million.
- Assisted the task force of 100 experienced engineers from doing basic documentation work to detailed process such as line and pump sizing.
- Contributed in innovative problem solving and maintained a good relationship with multinational workforce and clients.

University of Louisiana at Lafayette | Academic Success Center Lafayette, LA
Academic Tutor Aug 20XX – May 20XX

- Guided students, as individuals and in groups, through homework assignments and examination preparation.
- Taught time management strategies for students who are struggling to balance schoolwork and personal lives.

Cepat Corporation Sdn. Bhd, Malaysia | Finance Department Kuala Lumpur, Malaysia
Finance Intern Summers 20XX & 20XX

- Executed and reported variance and gap analysis.
- Facilitated month-end close processes, invoicing, journal entries, and account reconciliations.

RESEARCH

The Pennsylvania State University | Material Science & Engineering Department Jan 20XX – May 20XX

- Led a research team of 5 researchers under Dr. X supervision to research on development of recovery of metals from spent lithium ion batteries (LIBs) at the Pennsylvania State University.

Leadership Experience

Mechanical Engineering Department (PSU) & KCF Technologies, PA Aug 20XX – Dec 20XX
Project Manager

- Directed a team of 9 multidisciplinary engineers in developing a ‘smart flange’ to avoid contamination issues and accurately measure pressure and temperature differentials across a pump during its duty cycle wirelessly.
- Won the best poster & project award among 130 teams in Pennsylvania State University Fall 2018 Capstone Design Project Showcase.

Malaysian Indonesian Singaporean Student Organization (MISSO) Aug 20XX – May 20XX
Vice President

NAME

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PROFESSIONAL PROFILE

Detail-oriented and independent professional with experience serving as a team leader. Known for cooperative approach to helping others while achieving shared goals. Demonstrates strong communication skills and innovative approaches to business problems.

SKILLS

PostgreSQL	Excel, Word & PowerPoint	Linear Programming	SAS in progress
Minitab	Verbal & Written Communication	Forecasting	Business Plan

EDUCATION

UNIVERSITY OF DELAWARE

Alfred Lerner College of Business and Economics

Master of Business Administration + Master of Science in Finance dual degree

Cumulative GPA: 3.8

Relevant courses: Strategic Management and Competitive Advantage, Economic Analysis for Business Policy, Statistical Quality Control, Marketing Management, Organizational Behavior, Operations Management

Newark, DE

May 20XX

CHANGCHUN UNIVERSITY OF SCIENCE AND TECHNOLOGY

College of Optical and Electronical Information

Bachelor of Engineering: Mechanical Design, Manufacturing and Automation

Cumulative GPA: 3.5

Changchun, China

June 20XX

PROFESSIONAL EXPERIENCE

Friendship House, Wilmington, Delaware

Administrative Internship

September 20XX – December 20XX

- Projected capital budgeting for the year of 2019 utilizing Excel by executing trend and comparison analysis.
- Supported the Board Committee to establish 5-year strategic plan by conducting business and marketing analysis with critical analytical skills and writing, editing strategic plan report with strong writing skills.
- Independently led and cooperated with social media coworker to launch an online fundraising event through SERRV by leading discussion and implementing online marketing strategy.
- Volunteered at Newark Empowerment Center including helping clients with searching jobs online, guiding clients to write and edit resumes, communicating with clients to get to know their needs and distributing food and drinks.

Qinhuangdao Wuzhou Electric Equipment Co., Ltd, Qinhuangdao, China

Mechanical Engineer

September 20XX – August 20XX

- Surveyed and mapped the rotors of steam turbines and gland sleeves at power plants to make sure correct data for product design, leading to zero flaws and effective product design.
 - Designed products such as steam seals, oil deflectors, seal teeth etc. by CAD drawing, reducing defective parts by 15%.
 - Led the product design team with 4 coworkers to participated Qinhuangdao “Zhongyu Communication Cup” Enterprise Innovation and Entrepreneurship Competition by leading discussion to conduct industry and business analysis, coordinating production coworkers to conduct product analysis including innovative technologies applied in the product stream and writing business plan.
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COURSE PROJECTS

MoviePass Strategic Plan (*Team supporter*)

Fall 20XX

Conducted competitive industrial analysis and identified business opportunities and threats. Examined corporate strategy and discussed solutions with team members to provide practical, immediate solutions and innovative recommendations.

Lease-Versus-Purchase Decision Analysis (*Team leader*)

Spring 20XX

Analyzed different conditions from both lessee’s and lessor’s perspectives using Excel model to determine lease-versus-purchase decision. In charge of leading discussion, assigning tasks, writing and editing reports.

Bond Refunding Analysis (*Team leader*)

Spring 20XX

Analyzed given information and data using Excel model to determine whether the company should refund old bonds or issue new bonds. In charge of leading discussion, assigning tasks, writing and editing reports.

Corporate financial analysis (*Team supporter*)

Fall 20XX

Analyzed the financial situation of General Mill and Kellogg in terms of ratio analysis, regression analysis, bond and stock analysis etc. In charge of doing research, collecting data and analyzing data using Excel model.

Marketing strategy analysis of Tencent (*Team leader*)

Summer 20XX

Analyzed marketing strategy of Tencent Inc. in terms of customer segmentation, positioning, competition, SWOT analysis, and its 4-P strategy. Implemented data visualization to tell the story behind the data.

(Don't use for technical roles or online applications)

YOUR NAME

INTERNATIONAL BUSINESS | MARKETING

email@udel.edu ♦ cell

www.linkedin.com/in/personalURL

Ambitious, self-directed and **detail-oriented marketing professional** with extensive international experience.

Able to **foster relationships with diverse populations**, and thoughtfully **find solutions to problems by listening and building consensus**.

Demonstrates comfort and **excellence with both operations, strategy and execution**, with a focus on objectives and getting results within deadlines.

EXPERIENCE

University of Delaware, Newark, DE

Research Assistant, September 20XX – Present

- Organize and analyze Excel data for research into women in leadership positions
- Provide support 20 to 25 students as needed
- Assist business faculty conducting marketing and leadership studies in the lab

Ion Power, Inc., New Castle, DE

Operations/Marketing Manager Intern, February 20XX - August 20XX

- Increased website's efficiency by 30% through reprogramming UX and UI
- Proactively developed and implemented control systems and reporting that enabled process stability and efficiency of over 50% by monitoring payments
- Collaborated with major chemical company on marketing goals, trademark agreements and naming rights

PFIFF Pfitzner Reitsport GmbH & Co. KG

Freienohl, NRW, GERMANY

Export Intern, March 20Xx - December 20xx

- Completed analyses of competitors and e-commerce providers and monitored industry trends

ADC College, London, UNITED KINGDOM

"Germany" Department Intern - April 201XX

- Conducted market and SWOT analysis for a new office in Germany with following presentation to department directors

SKILLS

- Relationship management
- Marketing strategy
- Project management
- Event planning
- Customer support
- Digital media
- EXCEL and eCommerce software
- Multi-lingual with fluency in English and German; Conversational Spanish; basic Russian

HIGHLIGHTS

- Increased website's efficiency by 30% through reprogramming UX and UI
- Conducted multi-store management and weekly inventory analysis for Germany and U.S. locations resulting in a 30% increase of lower stocking costs

ACTIVITIES

University of Delaware Figure Skating Club

Schlittschuh Club Moehnesee Skating Club

August 20XX - Present

- Competitive figure skater
- Coach for young skaters age 3 to 13

EDUCATION

University of Delaware, Newark DE

Master of Science, International Business

Concentration in Marketing and Operations

Management. GPA: 3.8

May 20XX

Hamm-Lippstadt University of Applied Sciences,

Hamm, GERMANY

Bachelor of Science, Business Administration

Major: International Business Studies

August 20XX

(Best for people with >8 years' experience)

NAME

Email ▪ Cell ▪ LinkedIn URL ▪ City, State

Diligent financial professional with progressive experience in client service, portfolio accounting, back-office operations, sales, and product marketing. Strong ability to multi-task while meeting accuracy and deadline requirements. Comfortable working with, collecting, monitoring, and analyzing large volumes of data. Experienced in effectively interpreting, conveying, and presenting information in a clear and concise manner.

EDUCATION

UNIVERSITY OF DELAWARE | Newark, DE

Master of Arts in Economics | Expected Graduation Spring 2020

MOREHOUSE COLLEGE | Atlanta, GA

Bachelor of Business Administration in Economics | 2003

TECHNICAL PROFICIENCY

Microsoft Suite | Bloomberg | SAS | STATA

Bond Edge | Trade Web | Wilshire Axiom | Yield Book | FactSet | Advent | Salesforce

PROFESSIONAL EXPERIENCE

HJM & ASSOCIATES – Insurance Broker | Philadelphia, PA

20XX – 20XX

Worked as a licensed independent Insurance Broker, focusing on health insurance. Contracted with multiple insurance companies to sell health plans, prescription drug plans, life insurance, and financial planning services. Developed original sales and marketing materials. Generated a client base through cold calls, leads, and referrals. Managed a socioeconomically diverse client list.

- Retained 90% of clients year-over-year.
- Completed product and sales training with more than 15 insurance carriers.

Key Accomplishment:

- ✓ Increased policy sales in every year over year period.

BACHMEIER GUDIS & ASSOCIATES – Insurance Agent | Conshohocken, PA

20XX – 20XX

Served as an Insurance Agent focusing primarily on seniors' healthcare. Managing schedule of more than 10 client appointments weekly. Developing detailed, individualized client consultations to assist seniors with complex healthcare decision-making.

- Fully qualified and trained as a Medicare Specialist.

Key Accomplishment:

- ✓ Sold over 30 policies in the first 90 days.

GUARDIAN LIFE – FIRST FINANCIAL GROUP – Financial Representative | Washington, DC 20XX – 20XX

Served as a financial services representative advising clients on personal finance management. Sold and marketed life insurance, disability insurance, assisted in the sale of annuities and other financial products.

- Obtained insurance license and multiple product sales licenses.
- Partnered with senior advisors on presentations and client consultations.

RIDGEWORTH INVESTMENTS - STABLERIVER CAPITAL MANAGEMENT | Atlanta, GA 20XX – 20XX*Fixed Income Portfolio Specialist (2007 – 2013)*

Promoted to work with group of 16-members throughout the Southeast in managing \$8.6 billion of parent company, RidgeWorth Investments' \$66 billion portfolio. Responsible for producing quarterly client investment reviews that were tailored to clients' specific needs, with reports including performance analysis, portfolio accounting and economic summary/outlook.

- Advised and maintained relationships with short-term fixed income clients that were a 70/30 mix of corporations and foundations, respectively.
- Played a pivotal role in generating additional revenue by creating sales materials for bid proposals and managing question bank database for RFPs and RFIs.

Key Accomplishments:

- ✓ Proved successful in exceeding all review goals, attaining stellar ratings.
- ✓ Partnered with data management and performance analytics teams to improve and refine back-office processes.
- ✓ Met all reporting requirements, completing consultant quarterly questionnaires and audits on time.

Fixed Income Trading & Operations Associate (20XX – 20XX)

Handled trade reconciliations and cash balancing between internal accounting and outside custodians.

- Worked with brokers and custodians to execute trade confirmations and allocations. Researched and processed corporate actions.

Key Accomplishment:

- ✓ Proved successful in quickly and accurately handling a variety of time sensitive trade related activities including settlements, processing and issue resolution.

Equity Trade Assistant (20XX – 20XX)

Recruited to full-time status based on solid performance as an intern. Documented all proposals, business requirements and project plans using ad-hoc financial analysis to determine profitability.

- Performed seasonality trend analysis and reviewed various state legislative requirements.

Key Accomplishment:

- ✓ Played integral role in team effort to develop new corporate quality measures.