Jane Doe

Entry-Level Business Analyst

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SUMMARY

Entry-Level Business Analyst with a 12-week Deloitte internship and a BS in Business Analytics (3.7 GPA). Skilled in SQL, Power BI, Tableau, Excel VBA, and Python pandas, with Jira for backlog delivery and Lucidchart for workflow modeling. Applies Celonis process mining and dbt to turn raw data into decisions, backed by strong stakeholder communication across cross-functional teams. Microsoft PL-300 certified with IIBA ECBA in progress.

SKILLS

SQL • Power BI • Tableau • Excel VBA • Python pandas • Jira • Lucidchart • Celonis Process Mining • dbt
Stakeholder Communication

EXPERIENCE

Business Analyst Intern

Jun 2025 - Aug 2025

Deloitte

New York, NY

12-week summer internship on a Fortune 500 claims-routing engagement.

- Analyzed requirements from 7 stakeholders across operations and finance, authoring 18 Jira user stories with 16 shipped in the first 2 sprints
- Built a Power BI dashboard with Copilot-generated anomaly summaries, adopted by the engagement manager and 30+ store leads within 3 weeks
- Executed a Celonis process-mining review that exposed a 22% rework loop in claims routing and shaped the remediation roadmap
- Automated self-serve data pulls by tracing dbt model lineage with engineers, cutting analytics-team tickets by roughly 40%
- Delivered biweekly sprint demos that kept 16 user stories on track and sharpened stakeholder communication across 3 teams

Business Analytics Capstone Lead

Sep 2024 - May 2025

New York University

New York, NY

Senior capstone simulating an enterprise order-to-cash transformation.

- Reduced simulated cycle time by 38% by redesigning the order-to-cash flow in Lucidchart
- Produced a SQL and Python pandas analysis that sized a $1.2M working-capital opportunity for the simulated enterprise
- Designed an interactive Tableau dashboard tracking 6 order-to-cash KPIs for the faculty review panel
- Led the final readout to a faculty panel and 2 industry mentors from Accenture and Capgemini, earning the capstone award
- Streamlined an Excel VBA reconciliation macro that cut a 4-hour manual close to under 30 minutes

EDUCATION

Bachelor of Science in Business Analytics

Aug 2021 - May 2025

New York University

New York, NY

Business Analytics

GPA: 3.7/4.0