

Henrietta Mitchell

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SKILLS

Process improvement

Data-driven strategic planning

Cost-benefit analysis

Report writing and presenting

Critical thinking skills

Excellent communication skills

Strong interpersonal skills

Proactive and self-motivated

Exceptional organisational skills

PROFESSIONAL EXPERIENCE

Arowwai Industries

Oct 2023 - Present

Business Analyst Intern

- Gather, organize, and analyze data to identify business trends, patterns, and insights
- Facilitate meetings and interviews to gather information from various departments
- Map and document current business processes to identify areas for improvement
- Conduct ad hoc analysis as requested by management to address specific business questions or concerns
- Provide support to project managers in planning, monitoring, and executing projects
- Collaborate with team members to meet project deadlines and deliverables

Hanover and Tyke

Jan 2022 - Aug 2023

Project Management Assistant

- Gather, organize, and analyze data to identify business trends, patterns, and insights
- Facilitate meetings and interviews to gather information from various departments
- Map and document current business processes to identify areas for improvement
- Conduct ad hoc analysis as requested by management to address specific business questions or concerns
- Reported related project spending, supporting project managers in tracking project expenses against the budget

Giggling Platypus Co.

July 2020 - Jan 2022

Barista

- Educated customers about different coffee beans, flavor profiles, and brewing methods
 - Handled multiple tasks efficiently, such as taking orders, preparing drinks, and serving customers, managing a balance between speed and quality in a fast-paced environment
 - Communicated effectively with colleagues and support each other during busy periods
 - Addressed customer concerns or complaints promptly and professionally
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EDUCATION & CERTIFICATIONS

Bachelor of Business Administration

Majors: Analytics and Project Management

Ginyard International Co.

Graduate Project Management Certification

Ginyard International Co.

Impact Evaluation Methods 3-Day Short Course

Liceria & Co.

EXTRACURRICULAR ACTIVITIES

President, Business Club

Ginyard International Co.

Community Volunteer

Paucek and Lage