Mariana Anderson

Contact

Phone
123-456-7890

Email
hello@reallygreatsite.com

Address
City, ST

Education

2008
Enter Your Degree
University/College/High School

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Enter Your Degree
University/College/High School

Technical Skills

- UI/UX
- Process Flows
- Visual Design
- Wireframes
- Storyboards
- User Flows

Skills

- Communication
- Teamwork
- Adaptability
- Emotional Intelligence
- Problem-Solving
- Critical Thinking

Experience

Arowwai Industries
Business Analyst Intern   2019 - 2022
                                               City, ST

- 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
Project Management Assistant   2017 - 2019
                                               City, ST

- 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.
Barista   2015 - 2017
                                               City, ST

- 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