**FIRSTNAME LASTNAME**

Your best email | US Mobile: +1 (803) 123.5432 | LinkedIn: personal URL

# PROFESSIONAL SUMMARY

MSBA candidate with….Insert 2-3 lines that highlight areas of expertise, specific transferrable skills and experiences relevant to the each job posting. Begin text with degree and focus area. Bold all directly related points. Include certifications with date/expected date of award. Consider editing this field for each application. 1-page document unless over 10 yrs. experience. Citizenship status.

**EDUCATION**

MOORE SCHOOL OF BUSINESS, University of South Carolina Columbia, SC USA

# Master of Science in Business Analytics (MSBA). GPA (3.2 or higher) / 4.0 Month Year – Month Year

# Concentration (if applies): accounting, finance, HR, economics, marketing, operations and supply chain or international business.

Courses include [add those most relevant to your area target. Consider edits for each application. Max 1-2 lines]

Named Fellowship (e.g., Darla Moore Fellow, BMW or Fluor Fellow). Academic Clubs, Prizes, winning simulations, other, here.

UNDERGRADUATE UNIVERSITY FORMAL NAME City, State COUNTRY

**Bachelor of Science or Arts in \_\_\_\_\_major? (Double?) \_\_ {&}\_\_\_. Minor \_\_\_\_\_\_**, **GPA 3.2+ / 4.0** Month Year – Month Year

1-2 line for scholarships, awards, honor societies, special club memberships, leadership positions, sport teams, etc.

UNIVERSITY of \_\_\_\_\_\_\_\_\_\_\_\_, School/college/dept. formal name City, COUNTRY

**Summer studies or study abroad or alternate:** Time**: wks/mths.** Classes: **Language, Politics, History** Month Year – Month Year

# WORK EXPERIENCE

INSERT FULL & CORRECT COMPANY NAME (ALL CAPS not bold) with brief description City, State COUNTRY

**Title of most recent position (bold)** (month year – month year)Month Year – Month Year

Insert **Job Scope**. A short narrative description about the role and overview of this position, with some relevance for your new functional objective. This tells something about what you did, not a list of duties.

* Insert your **bullet accomplishment statements** (2 to 4). Keep to one line (**factual, concise, clear, and direct**).
* Each statement should **highlight an achievement and/or value-adding experience. Quantify as relevant.**
* Begin each **bullet** with strong action verb and end each statement with a period. **It should answer "so what** *needed*  Other**?"**

**Title of former recent position** at same company. (month year – month year) *repeat as* location

Insert Job Scope as above.

* Insert your bullet accomplishment statement (2 to 3) as above.
* Insert your bullet accomplishment statement (2 to 3) as above.

INSERT FULL & CORRECT COMPANY NAME (ALL CAPS not bold) with brief description City, State COUNTRY

**Title of position (bold)** Month Year – Month Year

Insert **Job Scope**.

* Insert your **bullet accomplishment statements** (2 to 4). Keep to one line (**factual, concise, clear, and direct**).
* Each statement should **highlight an achievement and/or value-adding experience. Quantify as relevant.**

**SKILLS**  **General Applications** Excel (macros, modeling, pivot tables, Solver), Word, PowerPoint, Outlook, Project

**Accounting** Peachtree, PFX Tax Software, QuickBooks, Sage, Blackbaud [Financial Edge, BNA Fixed Assets](https://www.capterra.com/external_click/category-upgraded-product/14/1500688/27468/acct/aHR0cDovL3VuYm91bmNlcGFnZXMuY29tL2JsYWNrYmF1ZC1maW5hbmNpYWwtZWRnZS1ueHQtZ2RtLw==)

**Finance-Research** Bloomberg, Yield Book, Capital IQ, ThompsonONE, Gartner, LexisNexis, PrivCo, Hoover’s

**Data Analysis** Tableau, R, Hadoop, regression, mixed integer programming, process modeling, SPSS,

Stata, SAS, StatPro, Value Stream Mapping, SIPOC, Kano Analysis, DMAIC, ANOVA

**Marketing-Design** CAD, AutoCAD, Publisher, EventBrite, Blogger, WordPress, Tumblr, Twitter, YouTube, Digg,

Flickr, MailChimp, Web Analytics software, point-of-sale retail, Publisher, Photoshop

**ESA-ERP-CRM-EPM** SAP, Oracle, Hyperion, Salesforce,

**Database-Programming** SQL, VBA, C, C++, C#, Java, DOS, Basic, FORTRAN, COBOL

***List like the above or explain like the following- but include the names of the tools used so that your content matches the job description:***

**Data Analysis and Visualization:** Proficient in data wrangling, statistical analysis, predictive modeling, and visualization using tools like Excel (macros, pivot tables, Solver), PowerPoint, Power Query, Power BI, R, and SQL **Machine Learning & Optimization:** Experience in regression modeling, machine learning, and code optimization for decision making. **Accounting & Finance Applications:** Expertise in financial modeling, @Risk modeling, equity valuation, capital budgeting, WACC, CAPM and financial performance analysis.

**Business Analysis & Strategy:** Skilled in business process analysis, budgeting, forecasting, customer retention, and developing data driven sales and marketing strategies.

**Project Management:** Proficient in project planning, leadership, risk management, and team collaboration. Skilled in communication, time management and conflict resolution using project management methodologies.

**LANGUAGES**  English: Native or Fluent List others: Fluent, Proficient, Beginner

**CERTIFICATIONS** e.g., APICS, CPIM, CFA Level 1 candidate, include (Month, Year)

**LEADERSHIP**  see instructions for examples and formatting

**MEMBER-OTHER** Professional (IIBA, American Statistical Association, etc.) or community organization memberships. US Secret

Security Clearance, any level Lean Six Sigma Certification, aCAP, CCA, EMCDSA, SAS 9, etc. here.

**US WORK AUTHORIZATION** 3 years post-graduation on F1 student visa with 2-year STEM OPT. **Citizen of** *Country*

**Or**

**US WORK AUTHORIZATION FOR F-1 STUDENTS THROUGH CPT FOR REQUIRED SUMMER INTERNSHIP.** Citizen of *Country*.

**CITIZEN OF \_\_\_\_\_\_\_\_\_\_\_** or DUAL **CITIZEN OF\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_**.