



# MARCUS GREEN

## Entry Level Business Analyst

City, ST 98765  
email@example.com  
(123) 456-7890  
LinkedIn

### Analytical thinker eager to launch a business analytics career

Recent graduate with strong academic foundation in economics and data analysis. Completed internships focused on market research and reporting. Passionate about leveraging insights to support strategic business goals.

## Professional Experience

- **Business Analyst Intern** *Beacon Corp. | Atlanta, GA | January 2024 - May 2024*
  - Supported senior analysts in building financial dashboards that tracked revenue and costs across three business units
  - Compiled data from surveys and CRM reports to generate insights for marketing campaigns
- **Administrative Assistant** *Campus Admissions Office | Atlanta, GA | August 2022 - December 2023*
  - Developed tracking spreadsheet for applicant interviews, reducing processing delays by 15%
  - Coordinated 10+ weekly meetings between staff and prospective students

## Key Skills

- ● ● ● ● Business writing
- ● ● ● ○ Excel pivot tables
- ● ● ○ ○ Market research
- ● ● ○ ○ Process mapping
- ● ○ ○ ○ SQL basics
- ○ ○ ○ ○ Tableau

## Education

- **Bachelor of Arts in Economics** Georgia State University | May 2024