

Amina Patel

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SUMMARY

Detail-oriented and analytical recent graduate with a Bachelor's degree in Business Administration. Proficient in data analysis and project management, with proven skills in improving processes and enhancing team productivity.

EXPERIENCE

Business Analyst Intern

Jun 2022 - Aug 2022

Tech Solutions Inc., Austin, TX

- Assisted in the implementation of a new CRM system which improved customer tracking efficiency by 25%.
- Conducted market research that identified new opportunities, contributing to a projected \$50,000 increase in revenue.
- Collaborated with cross-functional teams to gather and document business requirements.

Data Analyst Intern

Jan 2021 - May 2021

XYZ Analytics, Austin, TX

- Analyzed sales data to identify trends, resulting in a 15% increase in sales strategies effectiveness.
- Developed dashboards using Excel and Tableau to visualize key performance indicators for management.
- Supported the data migration project, ensuring 100% accuracy in the transition of historical data.

Research Assistant

Sep 2019 - May 2020

University of Texas, Austin, TX

- Conducted qualitative and quantitative research which contributed to a publication in a peer-reviewed journal.
- Presented findings at a university conference, receiving positive feedback from faculty and peers.
- Managed project timelines effectively, ensuring all deliverables were completed ahead of schedule.

EDUCATION

Bachelor of Science in Business Administration

May 2020

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Data Analysis, SQL, Excel, Tableau

Tools & Frameworks: CRM Software, Project Management Tools, Agile Methodology