

# PREFERRED FULL NAME (PERSONAL PRONOUNS)

City, State | Phone Number | Email  
Updated LinkedIn URL

## BUSINESS CONSULTANT

M.B.A. graduate with proven success in strategic planning and business analysis. Seeking challenging position where creativity, innovation, and relationship-building are valued. Areas of expertise include:

- Client Relationship Management
- New Business Acquisition
- Data Analysis and Visualization
- Proposal Creation
- Brand Development
- Account Management

## SKILLS AND COMPETENCIES

**Market Research and Business Analytics:** SPSS, Excel, Tableau

**Certifications:** HubSpot Inbound Marketing Certificate, Fall 2018

**Graphic Design:** CS5 Suite, InDesign, Illustrator, Photoshop

**Languages:** Conversational Spanish

## PROFESSIONAL EXPERIENCE

**Management Solutions, Inc.,** Boston, MA

June 2018–Present

*International consulting firm whose core mission is to deliver business, risk, financial, organizational and process-related advisory services, targeting both functional aspects and implementation*

### **Business Consultant**

- Assess business problem with appropriate project scope and deconstruct problem to identify root causes
- Leverage business context to analyze and improve complex business models
- Identify implications of proposed solutions on people, processes, technology, strategy and structure
- Build an effective business case for proposed solutions

**CT Business Consulting,** Hartford, CT

June 2017–July 2017

*Regional consulting firm serving Boston, Hartford, New York and Providence with specialties in marker research, campaign development, and client acquisition*

### **Management Consulting Intern**

- Facilitated user workshops to gather and document business needs, requirements, weaknesses and challenges
- Conducted benchmarking research and analysis for IT spending, trends and industry practices
- Assisted business users and project managers with planning and implementation of assigned projects
- Prepared reports on consulting services performed for clients

## EDUCATION

**Suffolk University,** Boston, MA

**Master of Business Administration (M.B.A.), International Business Concentration,** GPA: 3.7

May 2018

**Bachelor of Science in Business Administration, Marketing Major,** GPA: 3.9

May 2015

## COMMUNITY ENGAGEMENT EXPERIENCE

**Dress for Success,** Boston, MA

Jun. 2018–Present

*Organization providing low-income women with interview suits and career development training*

### **Personal Shopper**

- Advise job seekers on selecting professional attire for interviews and employment

**Transition House,** Cambridge, MA

Jun. 2015–Present

*Non-profit organization offering low-cost housing to domestic violence survivors and helping them become active members of society*

### **Fundraising Assistant**

- Design event invitations using Photoshop; create Excel spreadsheet including contact information for guests
- Help raise funds through capital campaign and donor drive