**OLIVIA SOUZA**

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**BUSINESS CONSULTANT**

MBA 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

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

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

**Languages:** Conversational Spanish

**PROFESSIONAL EXPERIENCE**

**Management Solutions, Inc.**, Boston, MAJune 2018 to 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, CTJune 2017 to 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 (MBA), International Business Concentration***, GPA: 3.7 May 2018

***Bachelor of Science in Business Administration, Marketing Major***, GPA: 3.9 May 2015

**COMMUNITY ENGAGEMENT**

**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 dress 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