

ALEX ANALYTICS

Philadelphia, PA | name@student.lasalle.edu | 123.456.7890 | [Linkedin Link](#)

EDUCATION

La Salle University, Philadelphia, PA

Bachelor of Science in Business Administration

Expected May 20XX

Major: **Business Systems and Analytics**

- GPA: **3.72**
- **Business Scholars Co-op Program**

RELEVANT EXPERIENCE

McNeil Consumer Healthcare, Fort Washington, PA

Finance Co-Op

June 20XX - Present

- Create, consolidate, and analyze headcount reports across three companies
- Analyze and forecast budgets across three companies
- Create and implement process improvements including data gathering procedures

Shire Pharmaceuticals, Wayne, PA

IS Business Analyst Intern

May 20XX - August 20XX

- Collaborated on the development of an external resource management application
- Gathered and analyzed user requirements and created use case scenarios and training materials
- Worked with a team to introduce a project portfolio management solution
- Configured, updated, and managed the IS Business Management SharePoint Team Site

Distinctive Bookbinding, Rockville, MD

IT Intern

May 20XX - August 20XX

- Designed and implemented an inventory system using Access 2007 and Excel 2007
- Maintained physical inventory counts of finished products
- Assessed functionality and usability of office equipment including both Macs and PCs

WORK EXPERIENCE

La Salle University School of Business, Philadelphia, PA

Office/Computer Lab Assistant

September 20XX-Present

- Assist all patrons with computing issues and identify solutions
- Ensure that all technology runs properly and lab stays well maintained

LEADERSHIP & COMMUNITY SERVICE

La Salle University Resident Student Association, *Area Board President*

September 20XX-May20XX

La Salle University King's Leadership Program, *Participant*

September 20XX- May 20XX

KPMG's Community Service Event, *Volunteer*

November 20XX

La Salle University's Project on Justice and Society, *Member*

January 20XX- January 20XX

AWARDS & ACTIVITIES

Business 100 Mentor Program 20XX-20XX

J&J University Case Competition 20XX & 20XX

SKILLS

Computer: Microsoft Word, Access, Visio, SharePoint