

OK

# Oliver Kim

I am an emerging business analyst with internship experience that has equipped me with strong analytical and communication skills. I am eager to leverage my academic background in business administration to contribute to strategic initiatives.

## CONTACT



(555) 456-7890



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LinkedIn



Seattle, WA 98109

## KEY SKILLS

- Data analysis
- Process improvement
- Report generation
- Microsoft Office proficiency

## PROFESSIONAL EXPERIENCE

BUSINESS ANALYST INTERN | DATAWORKS, SEATTLE, WA  
JANUARY 2023 – AUGUST 2023

- Collected and analyzed data to support strategic business decisions, resulting in a 10% efficiency gain.
- Prepared presentations that aided senior management in process improvements.

ADMINISTRATIVE ASSISTANT | OFFICE SOLUTIONS, SEATTLE, WA  
JUNE 2022 – DECEMBER 2022

- Managed scheduling and data entry, contributing to a 15% improvement in operational flow.

## EDUCATION

Bachelor of Business Administration  
University of Washington, Seattle, WA | May 2022