





Oliver Kim

I am an entry-level business analyst with strong analytical and communication skills, eager to apply my academic background in business administration to real-world challenges. I have completed internships that provided hands-on experience in data analysis and process improvement.

CONTACT

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KEY SKILLS

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

EDUCATION

Bachelor of Science in Business
Administration
University of Washington, Seattle,
WA
May 2022

PROFESSIONAL EXPERIENCE

Business Analyst Intern | DataWorks, Seattle, WA
January 2023 – August 2023

- Assisted in collecting and analyzing data to support strategic business decisions.
- Developed presentation materials that helped senior management identify process improvements.

Administrative Assistant | Office Solutions, Seattle, WA
June 2022 – December 2022

- Managed scheduling and data entry tasks, improving administrative efficiency.