



MARCUS WHITFIELD

Recent business analytics graduate with 14 months of internship and contract experience in supply chain and HR ops. Comfortable digging through messy spreadsheets, writing SQL, and turning vague requests into a documented requirements list.



Columbus, OH



(614) 555-0144



marcus.whitfield@example.com



linkedin.com/in/marcuswhitfield

PROFESSIONAL EXPERIENCE

BUSINESS ANALYST (CONTRACT)

HALVERSON LOGISTICS CO., COLUMBUS, OH | FEBRUARY 2024 – PRESENT

- Pull weekly SQL reports on carrier on-time performance for a network of 9 distribution centers
- Documented the manual quote-to-book workflow, identifying 7 handoffs that could be consolidated
- Built a shared Confluence space replacing 3 stale SharePoint folders the team had stopped updating
- Sit in on sprint planning with the TMS product team and translate ops requests into draft user stories

BUSINESS ANALYST INTERN

KEYSTONE HR SOLUTIONS, CLEVELAND, OH | FEBRUARY 2023

- Cleaned and joined applicant tracking data across 4 source files for a quarterly hiring report
- Helped redesign the new-hire onboarding checklist used by ~180 managers, cutting required fields by half
- Shadowed senior analysts on 6 stakeholder interviews and wrote up the notes for the project file

KEY SKILLS

- SQL (basic to intermediate)
- Excel (pivot tables, VLOOKUP, Power Query)
- Tableau
- Confluence & Jira
- Process documentation
- Stakeholder interviewing
- User stories
- Agile basics

EDUCATION

B.S. Business Analytics

Ohio State University, Ohio State University | August 2023

Google Data Analytics Certificate | January 2023