

FIRST LAST NAME

(Phone, Email, LinkedIn)

(City, Country)

Professional
Photo

(Passport Size)

PROFESSIONAL SUMMARY

Business professional with 4+ years of experience in operations and data-driven decision-making. Proven ability to drive process improvements through analytics, with a growing interest in leveraging digital tools to lead organizational transformation. Currently pursuing a Master's in Business Analytics & Digital Transformation to deepen technical expertise and lead future digital initiatives.

WORK EXPERIENCE

Business Analyst

XYZ Corporation, Bangkok, Thailand | Mar 2021 – May 2024

- Led data analytics projects to optimize sales forecasting, reducing variance by 18%
- Automated reporting dashboards using Power BI and SQL, improving reporting speed by 50%
- Collaborated with IT and Marketing teams on CRM digital upgrade

Operations Associate

ABC Ltd., Manila, Philippines | Jan 2019 – Jan 2021

- Identified process inefficiencies and proposed automation that led to a 20% improvement in processing time
- Participated in internal digital transformation workshops

EDUCATION

Master of Science in Business Analytics & Digital Transformation | Expected [Year]

Asian Institute of Technology

Pathum Thani, Thailand

Relevant Coursework: Data Science, Digital Strategy, AI in Business, Data-Driven Decision Making

Bachelor's Degree in [Your Field] | [Year]

[University Name]

[City, Country]

TECHNICAL SKILLS

- Analytics:** Excel, SQL, Power BI, Tableau
- Programming:** Python (Pandas, NumPy), R
- Data:** MySQL, BigQuery
- Project Tools:** Jira, Trello, Asana
- Digital Transformation Tools:** Salesforce, SAP, ERP systems

PROJECTS

- **Sales Dashboard Automation:** Created a dashboard integrating data from Excel and SQL for leadership insights.
- **Customer Retention Model:** Used Python (scikit-learn) to build a model predicting churn with 78% accuracy

CERTIFICATIONS

- Google Data Analytics Certificate
- Digital Transformation Strategy – Boston Consulting Group (Coursera)
- Data Science Bootcamp – General Assembly

LANGUAGES

- English (Fluent)
- Thai (Intermediate)

PROFESSIONAL AFFILIATIONS (Use ACTIVITIES if the other is not applicable)

Optional but helpful, e.g., involvement in tech meetups, business clubs, etc.

APPLICANTS TRACKING SYSTEM CODE

✓ GREY = Action Verbs

Start each experience with an action verb. Current position requires present tense. Past positions require past tense. [E.g. Collaborates, Manages (Present); Collaborated, Managed (Past)]

✓ CYAN = Task or Project

Specific work you did in the organization or any particular project.

✓ GREEN = Metric or Result

Results of the project or job that provide an impact to the company. Including percentage or numbers add value to your CV.

✓ PINK = Hard Skills

These are technical skills require for the position you are applying for.

✓ YELLOW = Soft Skills

These are personal attributes and interpersonal abilities that help you interact effectively and harmoniously with others.

FORMULA:

Action Verb + Task or Project + Metric or Result = SHORTLISTED

