# 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, Al 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

# Action Verb + Task or Project + Metric or Result

# Software engineering

- Developed web scraping program in Python to help the firm download public data, including over 10,000 company descriptions and stock quotes, enriching internal data and increasing research efficiency by over 50%
- Data engineering
  - Conceptualized, redesigned, and presented enhancements to the data warehouse and stored SQL procedures, leading to 100x increased query performance (double digit minutes to milliseconds)
- Network engineering
  - Improved the troubleshooting and monitoring process for LAN and WAN activities; increased uptime by 27%
- Electrical engineering
  - Designed 10+ wiring diagrams and electrical schematics using AutoCAD; created CAD standards, templates and best practice documents which are used 3+ years later—

-Action Verb + Task or Project + Metric or Result