

Curriculum vitae

PERSONAL DETAILS

Name	Katie Andrews
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PROFILE

Ambitious graduate seeking an internship as a Business Analyst. Passionate about solving business problems through efficient and data-driven solutions. Adept at providing suggestions for improvements, writing reports, performing research, and analysing data.

EDUCATION

- 2019 - 2023 **Bachelor of Science in Business Administration**
University of London
- Possess strong knowledge of business management relevant to managing organisations more effectively. Experienced in critical evaluation with solid skills in developing sustainable solutions through a data-driven approach.
- Relevant courses:** Business Management, Strategy, Finance and Accounting, Marketing, and Economics.
 - Member of the LSESU Entrepreneurs Society.
 - Class salutatorian with a final grade of 92 (summa cum laude).

WORK EXPERIENCE

- 2020 - 2023 **Economics Tutor**
University of London
- Provide individual and group tutoring to 10+ students to first-year economics students.
 - Tutored 8 students, with three achieving over 90 as a final grade.
 - Initiated and produced new classroom materials and resources.
- Waiter**
The Cottage
- Gained excellent verbal communication skills and able to work well under pressure in a fast-paced environment.
 - Collaborated with team members to improve shift management, routine inspections, and training processes.
 - Awarded waiter of the month for consistently maintaining high levels of customer satisfaction.

TECHNICAL SKILLS

CRM (FreshBooks, Zendesk), ManageEngine AssetExplorer, Microsoft Office Suite, SQL, R

LANGUAGE SKILLS

English - Native, German - C1, Mandarin Chinese - B1