



# Chris Anderson

## Entry-Level Business Analyst

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linkedin.com/in/chrisanderson-ba

**Nationality:** American **Date of Birth:** 2002-03-12 **Place of Birth:** Rochester, MN **Driving License:** Class D – Minnesota

### LANGUAGES

#### English

Native

#### German

Limited Working

### HOBBIES & INTERESTS

Pickup soccer on weekends, building over-engineered fantasy-football spreadsheets, learning to cook one new recipe a week, and a slowly growing collection of board games I drag to game nights.

### SKILLS

Requirements Gathering & User Stories

Process Mapping & Documentation

Excel (PivotTables, lookups, modeling)

SQL (queries, joins, basic reporting)

Power BI / Data Visualization

Stakeholder Communication & Presenting

Data Cleaning & Analysis

Agile / Scrum Basics

### EXPERIENCE

#### Business Analyst Intern

Jun 2024 – Aug 2024

Northstar Mutual Insurance · Minneapolis, MN · United States

Summer internship on the operations analytics team.

- Documented current-state workflows for the claims-intake process through stakeholder interviews and shadowing; produced process maps and a gap list.
- Built three Power BI dashboards tracking cycle time and backlog, replacing manual weekly spreadsheets.
- Wrote user stories and acceptance criteria for a small intake-form enhancement and helped UAT it with the business team.
- Presented findings and recommendations to the department director at the end of the internship.

#### Student Consultant (Capstone Project)

Jan 2025 – May 2025

University of Minnesota – Carlson School Business Lab · Minneapolis, MN · United States

Four-person team engagement with a local nonprofit client.

- Led requirements gathering – interviews, a current-state process map, and a prioritized list of pain points.
- Designed a tracking workbook and a summary dashboard; wrote a short SOP so staff could maintain it.
- Delivered a final recommendations deck; the client adopted the workbook and cut monthly reporting prep dramatically.

#### Office & Data Assistant (Part-Time)

Sep 2022 – Dec 2024

Carlson School of Management – Undergraduate Advising · Minneapolis, MN · United States

Part-time during the school year. Maintained student records, cleaned and reconciled advising spreadsheets, built simple Excel reports for the advising team, and answered front-desk questions.

#### Barista / Shift Lead

Jun 2021 – Aug 2022

Riverside Coffee Co. · Rochester, MN · United States

Summer and weekend job through college. Trained new hires, handled the register and cash counts, and helped the owner set up a simple inventory tracking sheet.

## EDUCATION

**Bachelor of Science in Business (BSB), Minor in Information Systems** Sep 2021 – May 2025  
University of Minnesota – Carlson School of Management · Minneapolis, MN · United States

GPA 3.6 / 4.0; Dean's List four semesters. Relevant coursework: Business Process Analysis, Database Management (SQL), Data Analysis & Statistics, Project Management, Systems Analysis & Design, Managerial Accounting. Senior capstone: nonprofit process-improvement consulting project.

**High School Diploma** Sep 2017 – May 2021  
Mayo High School · Rochester, MN · United States

Graduated with honors. Treasurer of the DECA chapter; AP coursework in statistics, economics, and computer science principles.

## AWARDS

**Dean's List** 2022 – 2025  
University of Minnesota – Carlson School of Management

**Case Competition – 2nd Place (Undergraduate Track)** 2024 – 2024  
Carlson Analytics Case Challenge

**Carlson School Scholarship Recipient** 2021 – 2025  
University of Minnesota

## WEBSITES & SOCIAL LINKS

**LinkedIn:** <https://linkedin.com/in/chrisanderson-ba>

**Project portfolio:** <https://chrisanderson.example.com/projects>

## REFERENCES

<b>Megan Trask</b> Northstar Mutual Insurance – Operations Analytics Manager (Internship Supervisor) +1 (612) 555-0186 · mtrask@northstarmutual.example.com	<b>Prof. David Kuusela</b> Carlson School of Management – Capstone Faculty Advisor +1 (612) 555-0123 · dkuusela@umn.example.edu
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**Amanda Reyes**  
Carlson Undergraduate Advising – Office  
Manager  
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areyes@umn.example.edu

## PROFESSIONAL SUMMARY

Recent business-administration graduate (BSB, Information Systems minor) looking for an entry-level business analyst role. Hands-on with requirements gathering, process mapping, and turning messy data into clear dashboards through an internship, a senior consulting project, and campus leadership work. Comfortable in Excel and SQL, picking up new tools quickly, and translating between stakeholders and a build team. Eager to learn and contribute from day one.

## TECHNICAL PROFICIENCIES

**Analysis & BI:** Microsoft Excel (advanced), SQL, Power BI, Tableau (intro), Google Sheets, basic Python (pandas), descriptive statistics

**Documentation & PM:** Process maps & flowcharts (Lucidchart, Visio), user stories & acceptance criteria, requirements docs, Jira, Confluence, Trello

**Productivity & Collaboration:** Microsoft 365, PowerPoint, Outlook, Slack, Zoom, SharePoint, Notion

**Coursework Concepts:** Business process analysis, systems analysis & design, database management, project management, managerial accounting, data-driven decision making

## PROFESSIONAL TRAINING

**Google Data Analytics Professional Certificate** Jun 2024 – Nov 2024  
Google / Coursera

**Business Analysis Foundations** Feb 2025 – Feb 2025  
LinkedIn Learning

## LICENSES & CERTIFICATIONS

**Google Data Analytics Professional Certificate** Nov 2024 – Present  
Google / Coursera

**Microsoft Excel – Associate (Microsoft 365 Apps)** Oct 2023 – Present  
Microsoft

**Entry Certificate in Business Analysis (ECBA)** Apr 2025 – Present  
International Institute of Business Analysis (IIBA)

**VITA Volunteer – Basic Certification (IRS)** Jan 2024 – Dec 2024  
Internal Revenue Service

## EXTRACURRICULAR ACTIVITIES

**Member, Case Competition Team** Sep 2023 – Mar 2024  
[Carlson Analytics Case Challenge - Minneapolis, MN](#)

Part of a four-student team that placed 2nd in the undergraduate track – analyzed a sales-data scenario, built a Power BI model, and presented recommendations to a panel of industry judges.

### **Intramural Soccer — Team Captain**

Sep 2022 – May 2025

[University of Minnesota Recreation & Wellness · Minneapolis, MN](#)

Organized rosters, schedules, and game-day logistics for an intramural team across three seasons.

## **VOLUNTEERING**

### **Volunteer Tax Preparer (VITA)**

Jan 2024 – Apr 2024

[United Way — Volunteer Income Tax Assistance · Minneapolis, MN](#)

IRS-certified VITA volunteer for one filing season — prepared simple returns for low-income filers, double-checked intake forms for accuracy, and logged session data for the site coordinator.

### **Tutor — Intro Statistics & Excel**

Sep 2023 – May 2025

[Carlson Peer Tutoring Program · Minneapolis, MN](#)

Tutored first- and second-year students a few hours a week on intro statistics and spreadsheet skills.

## **ADDITIONAL EXPERIENCE**

### **Treasurer**

Sep 2023 – May 2025

[Carlson Business Analytics Club · Minneapolis, MN](#)

Managed the club's budget and reimbursements, tracked event spending in a shared workbook, and reported finances at monthly officer meetings. Helped grow membership from about 40 to 75.

### **Volunteer Coordinator (Student Org)**

Jan 2024 – Apr 2024

[UMN Hack for Good · Minneapolis, MN](#)

Coordinated ~30 student volunteers for a weekend civic-tech event — scheduling, check-in, and a post-event survey I summarized for the organizing committee.

## **AFFILIATIONS**

### **Member**

2022 – 2025

Carlson Business Analytics Club

### **Student Member**

2024 – Present

International Institute of Business Analysis (IIBA)

### **Member**

2024 – Present

Beta Gamma Sigma (business honor society)

## **POWER STATEMENT**

For my senior capstone, mapped a regional nonprofit's intake-to-service process, found the bottlenecks, and prototyped a tracking workbook and dashboard the client adopted — cutting their reporting prep from **roughly a full day each month to under an hour**.

## ACCOMPLISHMENTS

- Graduated BSB with a 3.6 GPA and Dean's List honors; member of Beta Gamma Sigma.
- Built three Power BI dashboards during a summer internship that replaced manual weekly reporting.
- Senior capstone work was adopted by the client and cut their monthly reporting prep from about a day to under an hour.
- Placed 2nd in an undergraduate analytics case competition; earned the Google Data Analytics and ECBA certificates.