**Antonio J. Garrett**

3981 Robinson Court

Saginaw, MI 48607

Phone: 989-452-2889

Email: ajgarrett@freemail.com

**Career Objectives:**

To obtain a business data analyst position in “Aerotek Finance Company,” and develop strategies for achieving short-term and long-term business goals by careful analysis of past performance data.

**Summary of Skills:**

* Thorough understanding of finance, economics and marketing concepts
* Skilled at using business analytical tools and software applications
* Strong data collection, analytical, and interpretation skills
* Excellent communication, convincing, and presentation skills
* Brilliant report making abilities with accurate detailing in the form of analysis methods, interpretations, conclusions and suggestions

**Work Experience:**

Business Data Analyst

Dewdrops Financial Services, Saginaw, MI

October 2013 - Present

* Collecting data in the form of reports from different departments of the organization and compiling them together to prepare a summarized report
* Interpreting the collected data and making comparisons with the planned activities, and checking for deviations or alterations
* Training the research team on using several data interpretation and analytical applications, tools and software
* Observing market behavior and forecasting future trends
* Making judgment about organization's suitability to survive in the predicted market environment
* Interpreting the terms and conditions of the contract and presenting them in easy-to-understand language for the recipients

Business Data Analyst

Rainbow Communications, Saginaw, MI

March 2012 - September 2013

* Collected and evaluated financial data and deciphered the profitable and non-profitable areas. Additionally, made conclusion about the cost incurred on various activities
* Reviewed performance report of previous year and sorted out positives and negative aspects of the performance
* Considered the strategies that brought positive results for the organization and implemented the same in other areas as well
* Reworked on the negative performances of the organization
* Planned new strategies, and allocated better resources to improve the non-profitable areas
* Checked several documents received and sent by the organization for accuracy relating to facts and figures

**Education:**

* Bachelor's Degree in Business Management
Saginaw University, Saginaw, MI
2011

**Reference:**

On request.