

Avery Morgan

EARLY CAREER OPERATIONS AND ANALYSIS

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Profile

Recent business analytics graduate who uses spreadsheets, careful documentation, and clear presentations to make small operational problems easier to understand. Seeking an entry-level role supporting service operations or reporting.

Selected projects

Campus Event Capacity Planner

Spring 2026

Course project | Fictional portfolio example

- Built an Excel planning workbook for six sample events, separating attendance assumptions, room capacity, and staffing inputs from calculated outputs.
- Added input checks and a short user guide; presented how a change in attendance affects staffing estimates without treating the model as a forecast.

Service Request Data Review

Fall 2025

Independent project | Fictional portfolio example

- Reviewed a fictional 1,200-row request dataset for missing owners, duplicate IDs, and inconsistent status labels using Excel and introductory SQL.
- Produced a one-page findings memo with before-and-after record counts and a log of cleaning decisions so another reader could follow the work.

Education

Bachelor of Science in Business Analytics

May 2026

Northfield Example University | Fictional education example

Relevant study: operations analysis, spreadsheet modeling, business writing, and introductory databases.

Experience

Student Services Assistant

2024 - 2026

Northfield Example University | Fictional example employer

- Organized appointment records and prepared daily schedules for a student services office while balancing a full course load.
- Revised a shared appointment checklist to capture missing forms before meetings and make follow-up responsibilities clear.

Skills

Excel formulas and PivotTables | Basic SQL queries | Data validation
Process notes | Presentation writing | Microsoft 365