



CHARLOTTE HARRIS

Senior Planning Analyst

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PROFESSIONAL SUMMARY

Accomplished Senior Planning Analyst with 7 years of experience in data-driven decision-making and strategic forecasting. Proficient in optimizing operational processes and enhancing financial performance across diverse industries. Adept at collaborating with cross-functional teams to deliver actionable insights that drive growth and efficiency.

WORK EXPERIENCE

Senior Planning Analyst

📅 Feb / 2020-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Collaborated with the Mergers & Acquisitions team to analyze potential targets through comprehensive market research and data evaluation.
2. Supported due diligence processes by providing critical financial insights and analysis.
3. Managed budgetary allocations and processed invoices to maintain financial accuracy.
4. Assisted in compiling the 10-K Forepart by organizing vendor permissions and legal documents.
5. Coordinated multi-time zone meetings, ensuring all logistical aspects were seamlessly executed.
6. Maintained Outlook distribution lists and managed calendar requests to optimize team productivity.
7. Developed analytical reports to support executive decision-making processes.

Planning Analyst

📅 Feb / 2018-Feb / 2020

Summit Peak Industries

📍 Denver, CO

1. Evaluated business opportunities across various sectors, including real estate and energy, to guide investment strategies.
2. Oversaw inventory planning for key product lines, contributing to significant sales revenue.
3. Collaborated with planning and buying teams to perform in-depth business analysis and inventory monitoring.
4. Led continuous improvement initiatives that enhanced supply chain operations and reduced waste.

EDUCATION

Master of Business Administration

📅 Feb / 2016-Feb / 2018

University of Texas

📍 Seattle, WA

Focused on strategic management and financial analysis.

SKILLS

Time Management



Collaboration



Risk Assessment



Market Research



Financial Modeling



INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English



Swahili



Arabic

ACHIEVEMENTS

- ★ Streamlined budget management processes, reducing forecasting errors by 15%.
- ★ Led a cross-departmental initiative that improved supply chain efficiency by 20%.