

AMELIA MOORE

Resource Analyst

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PROFESSIONAL SUMMARY

Resource Analyst with 2 years of experience in data management and resource allocation. Skilled in analyzing trends to inform strategic decisions and optimize resource utilization. Committed to enhancing operational efficiency and supporting organizational objectives through effective data analysis and collaboration.

WORK EXPERIENCE

Resource Analyst
Seaside Innovations
Apr / 2024-Ongoing
Santa Monica, CA

- 1. Assist in budget planning by providing resource cost estimates and forecasts.
- 2. Collaborated with teams to identify resource needs and optimize utilization.
- 3. Assisted in the development of reports that evaluated operational efficiency and resource effectiveness.
- 4. Provided insights based on data trends to drive strategic planning and decision-making.
- 5. Monitored and assessed resource allocation processes, recommending improvements where necessary.
- 6. Facilitated communication between departments to ensure alignment on resource management strategies.
- 7. Utilized analytical tools to track resource performance and identify areas for enhancement.

Human Resource Analyst I
Crescent Moon Design
Apr / 2023-Apr / 2024
Portland, OR

- 1. Supported the recruitment process by analyzing applicant data and optimizing selection criteria.
- 2. Assisted in organizing training programs to enhance employee skills and resource management.
- 3. Analyzed project workflows to identify bottlenecks and recommend operational improvements.
- 4. Provided guidance to team members on best practices for effective resource management.
- 5. Monitored project timelines and resource usage to ensure alignment with organizational goals.

EDUCATION

Bachelor of Science in Business Administration
University of California
Apr / 2022 - Apr / 2023
Chicago, IL

Focused on data analysis, resource management, and operational efficiency.

SKILLS



INTERESTS

- Home Brewing
- Wildlife Conservation
- Running
- Public Speaking

STRENGTHS

- Willingness
- Wisdom
- Zeal
- Ingenuity

LANGUAGES



ACHIEVEMENTS

- Streamlined resource allocation processes, reducing operational costs by 15%.
- Developed data-driven reports that improved decision-making efficiency by 20%.