James Wilson

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**Career Objective**:

To offer effective business solutions to the company utilizing my 4 years of experience as a consulting analyst and ensure business runs smoothly and in a profitable manner without any issues.

**Summary of Skills:**

* Experienced in conducting research, analysis, finding and solving management issues
* Self-starter and a disciplined individual
* Strong analytical, time management and coordination skills
* Skilled in making good judgment and ability to gel with all types of people
* Highly creative with strong hold on communicating verbally and in writing
* Knowledge of the business work procedures and the management hierarchy
* Excellent in working with computer and business-related software
* Remarkable attention to detail with expertise in working in a team-oriented environment
* Ability to collect, compile, study and analyze data

**Work Experience:**

**Consulting Analyst**

Apex Consultants Inc., Bohemia, NY

March 2012 - Present

* Plan and analyze business problems
* Interview key stakeholders, gather, organize, and process information for analysis
* Prepare reports summarizing findings
* Assist senior consultants in solving management problems
* Collaborate with company leaders and managers in finding business solutions
* Recommend and implement new procedures to improve business operations
* Train company employees to work on custom-made system
* Design new forms and reports by incorporating and keep only relevant things by pruning away unnecessary things
* Meet clients and check on the implementation and success of the recommended changes

**Consulting Analyst**

Breaking Solutions, Inc., Bohemia, NY

September 2010 - February 2012

Responsibilities include:

* Defined the nature of the problem and its magnitude and found solutions
* Collected, compiled and analyzed data related to revenue, expenditure and employment
* Interviewed and observed working style of managers and employees at clients' companies
* Got to the root cause of the problems and suggested changes to the management
* Considered the work culture, and the type of industry when working with clients
* Reported findings and recommendation to clients
* Documented details of each finding for future reference
* Participated in meetings with clients and senior consultants
* Followed a protocol when working with clients' workforce

**Education:**

* Bachelor's Degree in Business Administration  
  Young Turk's University, Bohemia, NY  
  2009

**References**:

Will be provided on request