

Tina Parker

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CAREER FOCUS

Business Analyst Manager

VALUES OFFERED

Confident, articulate, and innovative individual with a strong foundation of experience.

- **Project Management:** Effectively prioritize a broad range of responsibilities to consistently meet tight deadlines. Effectively prioritize a broad range of responsibilities to consistently meet tight deadlines.
- **Leadership:** Take-charge professional with exceptional follow-through abilities and detail orientation; oversees projects from concept to successful conclusion.
- **Analytical Skills:** Review and evaluate financial/statistical data, identify inefficiencies, streamline processes, and drive performance improvements.
- **Communication:** Highly developed communication skills, both written and oral. Listens attentively, assesses situations, and proposes well-considered solutions.

EDUCATION

Master in Business Administration: Leadership Concentration, May 2018
Southwest Minnesota State University, Marshall, MN, **GPA 3.89**, *Dean's List all semesters*

Bachelor of Science Finance, May 2016
University of South Dakota, Vermillion, SD, **GPA: 3.98**, *Dean's List all semesters*

MANAGEMENT EXPERIENCES

Collections Department Manager, US Bank Corp., Marshall, MN, 2016-Present

- Identify and resolve account-delinquency problems for clients
- Arrange for debt repayment or establish repayment schedules, based on customers' financial situation
- Supervise a 15 member debt-collection team
- Oversee human resources in the areas of performance evaluations, goal setting , and employee scheduling

Assistant Manager, Bill's Hardware, Marshall, MN, 2014-2016

- Supervised 5 employees and generated work schedules
- Trained new hire employees on company policy and procedures
- Managed daily deposits to the bank and reconciled statements
- Tracked, monitored, and updated computerized inventory on daily basis
- Responsible for customer service

LEADERSHIP EXPERIENCE

Events Chair, Marshall Area Young Professionals, Marshall, MN, 2015-Present

- Coordinate 3 annual networking events for 30 young professionals
- Plan and organize 2 city wide community service projects

Ambassador Committee Chair, Chamber of Commerce, Marshal, MN, 2014-2015

- Presented awards, made visits to local businesses, and networked with business owners