

Leya Admassu

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PROFESSIONAL SUMMARY

Motivated, coachable professional with a strong record of building relationships across teams, communicating clearly with technical and non-technical audiences, and delivering results independently in fully remote settings. Experienced presenting findings and recommendations to stakeholders, resolving problems under pressure, and taking ownership of goals without close supervision. Reliable high-speed internet and a dedicated home workspace. Eager to bring a positive attitude, strong work ethic, and growth mindset to a remote client relations career with performance-based advancement.

RELEVANT STRENGTHS

- Client & Stakeholder Communication — regularly translates complex, technical findings into clear, decision-ready information for audiences with no technical background.
- Remote Work Reliability — self-manages workload, deadlines, and priorities independently in a 100% remote role.
- Coachability & Fast Learning — picked up a new compliance framework (NIST SP 800-53) and applied it accurately within weeks of starting.
- Relationship Building — builds trust quickly with coworkers, cross-functional partners, and stakeholders to resolve issues efficiently.
- Problem-Solving Under Pressure — maintains accuracy and composure while resolving issues in a fast-paced, high-volume environment.

EXPERIENCE

Secured IT Solutions

Remote, NV | June 2026 – Present

Business Analyst Intern — Cybersecurity Risk & Compliance

- Communicate complex compliance findings clearly to consultants, project managers, and stakeholders, presenting analysis in team review meetings.
- Build and maintain effective working relationships across cross-functional teams throughout the assessment lifecycle.
- Independently manage workload and deliverables in a fully remote role, demonstrating self-motivation, reliability, and strong time management.
- Lead a cross-functional AI and social media initiative as Project Lead, coordinating task assignments and keeping team members on track.
- Apply new frameworks and feedback quickly, reflecting a coachable, growth-oriented approach to learning.

Amazon – Fulfillment Center

Las Vegas, NV | March 2024 – Present

Process Guide Associate (Problem Solver)

- Work directly with associates and multiple departments to investigate and resolve operational issues, building rapport to reach quick resolutions.
- Maintain accuracy, attention to detail, and a positive attitude in a fast-paced, high-volume environment.
- Proactively identify recurring problems and recommend solutions, demonstrating initiative and ownership.
- Coordinate across departments daily, strengthening communication and collaborative problem-solving skills.

PROJECT

Business Analytics Framework

Independent Data Analysis Project

- Translated raw, multi-variable data into clear, stakeholder-ready summaries for non-technical audiences.
- Designed interactive reports and dynamic charts to communicate trends and support decision-making.
- Managed the project independently from start to finish as sole analyst, reflecting strong self-direction and ownership.

EDUCATION

University of Nevada, Las Vegas (UNLV)

Expected Graduation: May 2027

Bachelor of Science in Business Administration – Information Systems | GPA: 3.40/4.0

ADDITIONAL SKILLS

Excel, SQL, Python, Tableau, Power BI, Documentation & Reporting, Cross-Team Collaboration, Public Presentation, Time Management