

YAYRA QUASHIE

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PROFESSIONAL SUMMARY

Results-driven Business Administration student at Monroe University with a 3.932 GPA and a passion for data-driven decision-making, seeking an entry-level data or business analyst position. Experienced in workflow monitoring, operational reporting, and data management through a Business Operations Internship at a Private Client Family Office, where I reduced documentation retrieval time and improved reporting accuracy across 120+ hours of operational work. Certified Business Intelligence and Data Analyst (BIDA) with advanced Microsoft Excel proficiency and demonstrated ability to collaborate with stakeholders and transform raw data into actionable insights. Skilled in dashboard maintenance, process improvement, and data accuracy.

TECHNICAL SKILLS

Microsoft Excel (Advanced) | Google Sheets | SQL (Foundational) | Power BI | Business Intelligence (BI) | Dashboard Maintenance | Data Accuracy & Validation | Ad-Hoc Analysis

CORE COMPETENCIES

Data Analysis & Reporting | Marketing Analytics | Workflow Optimization | Process Improvement | Stakeholder Communication | Project Management | Agile / Scrum Methodology | AI-Driven Workflows | Social Media Analytics

PROFESSIONAL EXPERIENCE

Business Operations Intern & Executive Personal Assistant | Private Client Family Office, New York, NY | February 2025 - Present

- Manage operational scheduling and workflow monitoring for a high-net-worth private client, ensuring 100% on-time completion of daily business operations
- Maintain and update documentation management systems, reducing retrieval time by approximately 30% through improved filing structure and data accuracy protocols
- Coordinate vendor communication and track 10+ service agreements, supporting process improvement initiatives that reduced recurring task completion time
- Prepare weekly operational reports and ad-hoc data summaries for principal review, translating raw data into actionable insights that inform business decisions
- Complete 120+ hours of business operations internship work, including documented workflows analysis, process mapping, and operational reporting
- Support AI-driven workflow improvements by evaluating and implementing digital tools that improve team data accessibility and operational efficiency

Personal Care Coordinator | Private Household, New York, NY | February 2024 – February 2025

- Coordinate and schedule care activities for private client, managing logistics across 5+ service providers simultaneously with zero scheduling conflicts
- Maintain accurate records of care schedules, health data, and service documentation for 3+ clients, ensuring 100% data integrity across all records
- Communicate with healthcare professionals, family members, and service vendors to ensure consistent and high-quality care delivery across all active cases

EDUCATION

Bachelor of Business Administration (BBA) in Business Management

Monroe University | New Rochelle, NY | Expected Graduation: December 2026 | GPA 3.932 | President's List

Relevant Coursework: Statistics for Business Decisions, Principles of Project Management, Social Media Marketing, Advanced Spreadsheet Applications

Coursework and Independent study (SQL, Power BI) directly aligned with graduate concentration in Business Analytics.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- Business Intelligence and Data Analyst (BIDA) – Corporate Finance Institute (CFI), 2026
- Certified Scrum Master (CSM) – Scrum Alliance, 2024
- Microsoft Excel – Introductory Badge, Cengage SAM, 2026
- Microsoft Excel – Intermediate Badge, Cengage SAM, 2026
- AI Skills 4 Women – Founderz x Microsoft, 2026
- Learning Data Analytics: Foundations – LinkedIn Learning, 2026
- Power BI Essential Training – LinkedIn Learning, 2026