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## Internal Consultant Resume

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### Job Objective

Seeking a position as Internal Consultant where I can utilize my knowledge and experience in reputed organization.

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### Areas of Excellence:

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- Remarkable experience in leading internal consulting
  - Huge knowledge of analysis and modeling
  - Proficient with Excel, Access, SQL (Oracle Data Warehouse)
  - Ability to outline, coordinate and execute quality reviews
  - Ability to gather and evaluate customer input
  - Excellent audit and analysis skills
  - Superior communication skills
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### Professional Experience:

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#### Internal Consultant

Videocon, Batesville, MS, August 2005 – Present

- Coordinated with internal clients.
- Drafted speeches and briefed notes.
- Assisted Marketing Communications team.
- Managed Crisis Communications activities.
- Corresponded with senior business and service unit leadership.

#### Internal Consultant

Sony, Inc., Batesville, MS, May 2000 – July 2005

- Established productive client and staff relationships.
  - Suggested improvisations in policies and procedures.
  - Innovated procedures, schedules and priorities.
  - Monitored project progress and participated in professional education classes and training courses.
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### Education:

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Bachelor's Degree in Business Administration

Southern Arkansas University, Arkansas, AR

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