
Internal Consultant Resume

Job Objective

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

Areas of Excellence:

- 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:

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:

Bachelor's Degree in Business Administration

Southern Arkansas University, Arkansas, AR

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