

**Christa Rineer**  
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## **SUMMARY**

Business Analyst aiming to utilize my strong prioritization skills and analytical ability to achieve goals within your organization.

## **EDUCATION**

**Bloomsburg University of PA – Bloomsburg, PA** *(May 2018)*

**Terry & JoAnn Ziegler College of Business**

- AACSB Accredited
- B.S.B.A: Management
- Minor: Marketing

**Lancaster Catholic High School – Lancaster, PA** *(May 2014)*

- High School Diploma

## **EMPLOYMENT**

**Ollie's Bargain Outlet, Inc. – Harrisburg, PA** *(January 2019 – Current)*

Business Analyst

- Perform quality assurance and testing through the AS/400/IBM System I
- Help identify issues and recommend maintainable solutions
- Write and execute SQL queries
- Assist end-users with the operation and use of systems
- Provide the business with documentation for current and new business processes
- Lead IT project manager on major company projects
- Strong understanding of the SDLC
- Manage SOX Controls for company's SaaS systems

**TECH USA - Plymouth Meeting, PA** *(May 2018-January 2019)*

Full Desk Account Executive - Engineering/Construction

- Create and execute strategies to identify potential clients using aggressive marketing and lead generation techniques
- Generate leads and make cold calls to establish new business both locally and nationally
- Build and maintain relationships with potential and active clients to effectively grow business
- Qualify and negotiate job orders
- Negotiate contracts with potential clients
- Develop a community presence by networking with local leaders and associations
- Utilize innovative recruiting methods to identify and attract top-performing, highly technical professionals for direct hire positions within the industry
- Strategically source by using the internet, job boards, job postings, referrals, networking, our internal database, and any other resources to find potential candidates

**EDSI Solutions, Inc. – Wilkes Barre, PA** *(September-December 2017)*

Business Development Intern

- Provided support and assistance to WIOA and EARN program participants in all areas related to gaining and/or retaining employment and career advancement.
- Assisted the Career Navigators and Business Services Team with various initiatives, projects and research.
- Designed marketing materials for job fair recruitment events.

**CSS Industries, Inc. – Moosic, PA** *(September 2016-May 2017)*

Web Specialist Intern

- Responsible for aiding Web Specialists with marketing and e-commerce efforts across company websites and social media platforms.
- Assisted with e-mail blasts and promotional campaigns
- Actively used Facebook and Google Analytics to track promotional ads
- Managed master data files for website products

**ACTIVITIES/VOLUNTEER SERVICES**

**Alpha Sigma Tau National Sorority** *(April 2015-May 2018)*

*“The mission of Alpha Sigma Tau is to invest in women by instilling the skills necessary to navigate life, and inspire members to enrich their own lives and the lives of others.”*

- Little League International - Customer Service
- Women’s Walk for Wellness
  - o Designed marketing materials for our annual Women’s Walk for Wellness.

**The Big Event** *(2015-2018)*

- Annually, The Big Event comes to Bloomsburg University and gives students the ability to give service, and clean the town of Bloomsburg.

**Global Business Association (GBA)** *(2016-2018)*

- Provides students with opportunities to explore international business issues, cross-cultural differences and develop cross-border professional relationships.

**Society of Human Resource Management (SHRM)** *(Student Member 2018)*