

# ROBERT SMITH

## IT Business Analyst IV

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To find a position that allows me to not only utilise my analytical, creative, and leadership skills, but also allows room for growth.

## EXPERIENCE

### IT Business Analyst IV

#### Wyle Labs - JUNE 2013 - PRESENT

- Developed process improvement (pi) for commercial-off-the-shelf (cots) product evaluation and selection process which reduced purchase time by 40%.
- Developed pi for requirements a traceability process which reduced the rate of missed requirements by 30%.
- Developed requirements management pi which resulted in a cost-savings of over \$10,000. 00.
- Developed pi for reusable requirements which reduced project times by 30% and reduced cost by over \$6,000. 00 per project.
- Business analysis: needs assessment; cost-benefit analysis; make-buy assessment; market research analysis.
- Requirements analysis: elicitation, gathering, and document requirements; authoring requirements specification documents; authoring use case documents (uml),.
- Project management: work breakdown structure (wbs); effort estimation; product/deliverables management.

### Technical Document And Configuration Specialist

#### Barrios Technology/Ares Corporation (Orion Support Contract) - NOVEMBER 2011 - MAY 2013

- Identify and document functional and physical characteristics of a controlled item, record and report change processing and implementation status and verify compliance with specific requirements.
- Distribute agendas, coordinate presentations, schedule conference rooms, facilitate a meeting, and set-up video conferencing.
- Gather, prepare and analyze NASA management reports to facilitate accuracy and validation of NASA report.
- Collects metrics and leads weekly web meeting to review information.
- Report any continuous improvement (ci) operations to continuously improve efficiency and optimize the use of available software programs.
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## EDUCATION

- MBA in information Technology - 2012 to 2014(Western Governors University - Online )B.A. in English - 2004 to 2006(University Of Texas - San Antonio, TX )

## SKILLS

Technical Writing, Business Analyst, Document Management And Control, Data Management, Excel, Word, SharePoint, Outlook Training, Database Administration, Testing, HTML Coding, Linux