

Jessica Claire

Montgomery Street, San Francisco, CA 94105 (555) 432-1000 resumesample@example.com

PROFESSIONAL SUMMARY	<p>Rational, critical-thinking as Built Analyst with nine years of experience enhancing operations for organizations through information systems solutions. Proven track record of transforming specific business goals related to growth and efficiency improvements into new system designs. Knowledgeable innovator known for recommending new technologies to enhance existing systems and introduce new systems. Versatile Information Technology Consultant with nine years helping companies optimize IT spending and exploit technical assets. Proponent of macro-level approaches to IT asset management. Skilled at analyzing and enhancing systems, infrastructure and frameworks to accelerate progress toward business goals. Dedicated IT consulting professional well-versed in developing creative solutions for diverse business problems and objectives. Tactical and decisive leader with self-directed and analytical mindset. Known for quickly and effectively defining IT operational obstacles and designing cost-effective solutions. Highly-skilled Analyst well-versed in setting up hardware and software components for hospital users. Special skill in optimizing systems to address dynamic needs, improve collaboration and strengthen security. Weighs crucial business and IT needs against computer system and procedural limitations, assessing roadmaps for optimal functions.</p>		
ACCOMPLISHMENTS	<ul style="list-style-type: none">Supervised team of fifty four staff members.Used Microsoft Excel to develop inventory tracking spreadsheets.Resolved product issue through consumer testing.Collaborated with team of fifty four in the development of OpTime(surgery)and Anesthesia Modules.Documented and resolved workflows which led to positive results and customers satisfaction .		
SKILLS	<table><tr><td><ul style="list-style-type: none">Information securityData AnalysisPerformance OptimizationData MiningIT Performance Report CreationTechnical installationsClient relationship managementProduct development</td><td><ul style="list-style-type: none">Technical AnalysisRelationship developmentTeam managementMS OfficeSupervisionProcess improvementProblem resolutionBusiness operations</td></tr></table>	<ul style="list-style-type: none">Information securityData AnalysisPerformance OptimizationData MiningIT Performance Report CreationTechnical installationsClient relationship managementProduct development	<ul style="list-style-type: none">Technical AnalysisRelationship developmentTeam managementMS OfficeSupervisionProcess improvementProblem resolutionBusiness operations
<ul style="list-style-type: none">Information securityData AnalysisPerformance OptimizationData MiningIT Performance Report CreationTechnical installationsClient relationship managementProduct development	<ul style="list-style-type: none">Technical AnalysisRelationship developmentTeam managementMS OfficeSupervisionProcess improvementProblem resolutionBusiness operations		
WORK HISTORY	<p>INFORMATION TECHNOLOGY ANALYST 08/2015 to 08/2018 Kimley-Horn And Associates, Inc. Tampa, FL</p> <ul style="list-style-type: none">Planned and conceived computer systems using information engineering, data modeling and structured analysis.Developed flowcharts and diagrams to describe and lay out logical operational steps.Organized system infrastructure documentation and operating procedures, strengthening controls and enhancing overall performance.Resolved malfunctions with systems and programs through troubleshooting.Presented business leaders with cost-benefit and return-on-investment estimations to drive project planning and execution.Innovated implementation of EPIC for customized invoices and designed workflows, interface order management for the health system.Controlled development of test areas, systems test data and testing methods prior to implementing new systems.Directed IT services, counseled executives and collaborated with senior management on strategic planning.Worked closely with infrastructure staff and departmental decision makers to identify, recommend, develop and implement cost-effective technology solutions.Boosted information sharing by enhancing interfaces between computer systems.Investigated and addressed system issues to enhance usability and improve functionality. <p>INFORMATION TECHNOLOGY ANALYST 12/2014 to 08/2015 Kimley-Horn And Associates, Inc. West Palm Beach, FL</p> <ul style="list-style-type: none">Planned and conceived computer systems using information engineering, data modeling and structured analysis.Developed flowcharts and diagrams to describe and lay out logical operational steps.Organized system infrastructure documentation and operating procedures, strengthening controls and enhancing overall performance.Resolved malfunctions with systems and programs through troubleshooting.Presented business leaders with cost-benefit and return-on-investment estimations to drive project planning and execution.Innovated implementation of Magellan software for customized invoices and designed workflows.Controlled development of test areas, systems test data and testing methods prior to implementing new systems.Directed IT services, counseled executives and collaborated with senior management on strategic planning.Worked closely with infrastructure staff and departmental decision makers to identify, recommend, develop and implement cost-effective technology solutions. <p>INFORMATION TECHNOLOGY ANALYST 02/2014 to 12/2014 Kimley-Horn And Associates, Inc. Charlotte, NC</p> <ul style="list-style-type: none">Planned and conceived computer systems using information engineering, data modeling and structured analysis.Organized system infrastructure documentation and operating procedures, strengthening controls and enhancing overall performance.Resolved malfunctions with systems and programs through troubleshooting.Partnered across organization to design solutions with Epic software platform to deliver optimal path for key business initiatives.Innovated implementation of Epic for customized invoices and designed workflows for the system. <p>EDUCATION</p> <p>Master of Science Science of Administration 05/2004 Central Michigan University, Mount Pleasant, MI</p> <p>Bachelor of Science Nursing 05/1996 Medical College of Virginia/ VCU, Richmond, VA</p> <p>Associate of Science Nursing 05/1986 Norfolk State University, Norfolk, VA</p> <p>AFFILIATIONS</p> <p>Cardiothoracic Specialty Assembly 1997-present Sigma Theta Tau 1998- present</p> <p>CERTIFICATIONS</p> <p>Epic OpTime Analyst Epic Anesthesia Analyst Epic Clinical Documentation Nursing License - Master Degree</p>		