BUSINESS ANALYST

A.A. INFORMATION TECHNOLOGY  
*Cowell University, Chicago, IL   
2011  
2005 - 2007*

B.A. BUSINESS MANAGEMENT  
*Cowell University, Chicago, IL   
2013*

Business Analyst with over 5 years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company. Possess a B.A. in Business Administration and Certification of Competency in Business Analysis.

RESUME OBJECTIVE

EDI Standards and Processing

Wrike and AtTask Proficient

SQL Expert

Microsoft Office Suite

Agile Software Development

Team Leadership

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CONTACT

EDUCATION

KEY SKILLS

AWARDS

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01714119823





PROFESSIONAL EXPERIENCE

BUSINESS ANALYST  
*Tellco / Boston, MA / 2016 - Present*

* Develop business architecture using requirements such as scope, processes, alternatives, and risks.
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
* Conduct 5+ levels of testing including functional, regression, user acceptance, integration, and performance to verify the client’s needs are met
* Communicate client’s business requirements by constructing easy- to-understand data and process models

BUSINESS ANALYST

*Chantilly Charmane / Boston, MA / 2013 - 2016*

* Engage client to gather software requirements/business rules, and ensure alignment with development teams
* Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
* Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company on average $5,000+.
* Identify and reconcile errors in client data to ensure accurate business requirements.
* Draft and maintain business requirements and align them with functional and technical requirements.

CUM LAUDE / 2013

*Cowell University, Chicago, IL*  
  
Company

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

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* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)