

Robert Smith

Project Manager/Senior Business Analyst

CONTACT DETAILS

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PERSONAL STATEMENT

5 years of Industry Experience as a Project Manager/Senior Business Analyst, in the project/service delivery in the public and private sectors with a proven track record of leading and implementing large, complex.

WORK EXPERIENCE

Project Manager/Senior Business Analyst

ABC Corporation - September 2014 - Present

Responsibilities:

- Establishing and maintaining rapport with both functional and technical staff with the purpose of coordinating analysis, design, and documentation as well as responding to business process issues and project prioritization requests.
- Recommending changes in workflows and practices to maximize effectiveness and efficiencies for the work unit.
- Assisting in the identification of gaps in business process documentation and analysis.
- Consulting on critical design decisions, reviewing various resources and preparing analyses or summaries.
- Identifying and documenting the design, development and/or implementation of non-functional requirements of built and/or purchased information systems.
- Responsible for analyzing the interactions among multiple applications.
- Presenting automation needs and requirements to facilitate the building and/or implementation of automated solutions.

Senior Business Analyst (Contract)

ABC Corporation - April 2014 - September 2014

Responsibilities:

- Synthesized and presented business process information in written, spoken, and visual/graphical formats.
- Created detailed documentation of user needs, program functions, and steps required to develop or modify information systems.
- Communicated with diverse groups via multiple media, modes, and methods (e.g. email, chat, presentations, video, documentation).
- Ensured messages and terminology are consistent across all written materials.
- Prepared solution options, risk identification, and financial analyses such as cost/benefit, ROI, buy/build, etc..
- Developed RFPs. Develops, enhances, and maintained user documentation for multiple applications including materials required for end-users.
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Business/Functional
Requirements Gathering,
Financial/Business
Modeling,
Financial/Management
Reporting, User
Acceptance Tests,
Process
Improvement/Change
Management

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor Of Science in Management - 2013 (UNIVERSITY OF SOUTH FLORIDA - Tampa, FL) Associates Of Arts in General - 2004 (St. Petersburg College - Clearwater, FL) Bachelor Of Science in Marketing - 2008 (Florida Gulf Coast University - Fort Myers, FL)