

Robert Smith

Business Analyst Intern III

PERSONAL STATEMENT

Expert in reviewing, creating and modifying Business Requirements and Specifications including manual and automated testing, QA methodologies, Documentation, Change & version management.

WORK EXPERIENCE

Business Analyst Intern III **Flow-Cal, Inc. - April 2015 - 2019**

Responsibilities:

- Analyzed, planned and prepared data reports using MS Excel.
- Assisted the team in gathering and analyzing project requirements and document the information found to the department.
- Worked on lookup tables to locate the particular desirable value stored in them using the V Lookup function.
- Tracked and monitored open issues and documented progress reports on a monthly basis.
- Worked closely with the project management team on several projects before and after initiation, prioritize defects, measure and support client service impact.
- Conduct presentations/discussions with users to gather business needs.
- Performed automation of testing procedures leading to decreased human interaction and efforts.

Business Analyst Intern **ABC Corporation - 2013 - 2015**

Responsibilities:

- Completed an internship threw The Presidents Councils, PC scholars program.
- Was a business analyst intern and our project focused on updating the windows 8 software on all of the computers.
- My assignments were focused on the flow of the project, making sure we stuck to an efficient and productive schedule.
- Was given a list of names and I was to schedule the day those peoples computers would be picked up.
- Would then take that info go into my computer and make sheets printing each person information and appointment information, I would then deliver those sheets to my project team members.
- Would take the sheets of those completed and log them in as completed, and compute a graph telling the time schedule of our project.
- Also made a presentation describing my assigned project and my role I played in our project and present that to the heads of each department..

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

MS Excel, MS Word.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Masters in MBA - 2014(Southern New Hampshire University -
Manchester, NH)