

# ROBERT SMITH

## Business Analyst Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Over 3+ years of experience in both Business and Quality Analyst profiles. Conscientious and organized individual with exceptional time management ability. Personable team player with superior communication and interpersonal skills.

### CORE COMPETENCIES

Quality Assurance, Quality Control, Team Player, Project Planning, Project Coordination, MS Office, Training & Development.

### PROFESSIONAL EXPERIENCE

#### Business Analyst Intern

ABC Corporation - June 2016 – December 2016

##### Key Deliverables:

- Writing Request for Proposals, as well as, Resource and Budget plan documents for projects.
- Writing detailed technical and business specifications required to develop a project.
- Develop project plan, scope of work and schedules based on budget and required time frame, including coordinating with outside contractors.
- Communicate and meet with clients to gather requirements.
- Escalate technical and managerial issues at the right time and resolve conflicts.
- Provide business process, analysis support and deliverables.
- Good understanding and experience of creating documents on Adobe Creative Cloud.

#### Business Analyst Intern

ABC Corporation - 2012 – 2016

##### Key Deliverables:

- Worked on the Order to Invoicing team and helped create documentation for NCRs primary invoicing application.
- Created and executed numerous test scripts for applications in carrying stages of the Software Development Cycle (Functional, Acceptance, and Regression).
- Helped to develop Invoicing Solution to streamline Order to Invoicing process using Visual Basic.
- Communicated with internal and external business users to ensure increased efficiency one of NCRS main processes.
- I was able to aid team members on over five projects in order to aid the continual improvement in various functional areas, as well as worked with a team of interns to streamline business processes for IT Governance.
- Skills Used During this internship I was able to utilize my communication skills while conversing with project stakeholders, as well as my analytical skills for a complete statistical analysis of a projects raw data.

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- In addition, I was required to familiarize myself with numerous customized applications within a short period of time..

### EDUCATION

- MS in Information Systems - September 2015(California State University-Los Angeles)