

Robert Smith

Business Systems Consultant I

PERSONAL STATEMENT

Ambitious and accomplished business professional with substantial talent for leveraging technology and automation to eliminate inefficiencies and optimizing use of available information. Strong attention to detail and a passion for compiling and organizing data to deliver critical insight. Rigorous when undertaking difficult mandates and strive under tight deadlines. Able to work effectively and efficiently utilizing strong time management and organization skills. Great interpersonal skills and ability to communicate effectively and concisely.

WORK EXPERIENCE

Business Systems Consultant I

ABC Corporation - May 2015 - July 2016

Responsibilities:

- Developed tracking database and reports for quality assurance analysts.
- Conformed and consolidated data to downstream systems.
- Synchronized with the general ledger via end of day.
- Analysed regulatory reporting.
- provided a precise and consistent process to deliver critical data.
- Responsible for reconciling financial data from posted balances on the general ledger.
- Based on the results of the variances responsible to determine if possible, and applicable, any adjustments that should be implemented to align with the general ledger.

Business Systems Consultant

Delta Corporation - 2010 - 2015

Responsibilities:

- Provided departmental executives with IT support services.
- Responsible for quality control measures of hardware refresh ensuring deployment accuracy.
- Assisted the Project Manager for cost saving initiative of operations across the state.
- Conducted process analysis with leadership to optimize teams functionality within the department.
- Administered Internet website and customized Intranet subsites.
- Responsible for installation, design, configuration, implementation, quality assurance testing, and third level system support.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master of Business Administration in Business Administration -
January 2007(University of Phoenix)

CONTACT DETAILS

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

SKILLS

Tableau, SQL, Teradata,
Oracle, MS Access,
Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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