**Elliot Tatum**

**FDM Consultant**

**Profile**

Elliot is a Business Analyst with a wealth of commercial experience gained in her previous position. While working at Aberdeen Standard Investments, Elliot showcased excellent written and verbal communication skills when managing key stake holders, eliciting requirements and producing the supporting documentation needed.

Quite early on in her role Elliot was also given some important responsibilities. She was entrusted with carrying out internal audits to ensure that the programme was compliant with traceability standards and she was also entrusted to hold the key to golden source data that was integral to the programme, the latter was entrusted to her until the end of her placement with ASI. During her Placement Elliot also had to meet strict deadlines whilst maintaining top quality outcomes. Elliot feels that this has perfectly prepared her for any future roles that she may attain. She hopes to work for a company that has a culture that encourages learning and development as well understands the importance of social impact and community improvement.

**FDM Employment History**

**Aberdeen Standard Investments, Edinburgh Aug 2018 – Apr 2020**

*Business Analyst*

Elliot was a part of the Investment Platform Team at Aberdeen Standard Investments. The project she worked on was concerned with the amalgamation of front office IT systems and applications in the wake of the company’s merger in 2016. Some responsibilities included were:

**Requirement gathering and Process modelling:** Using workshops and interviews as well as activity sampling and document analysis to understand the business operating models and data flows. This information is analyzed and used to inform business requirement documentation.

**Monitoring and Reporting**: One of Elliot’s responsibilities was to design templates and best practices for use across the project. It was also a part of her role to review documentation to ensure it was adhering to the agreed standards and to follow up with the appropriate parties if it was not.

**Admin**: Elliot also had the responsibility of collating and upkeeping a golden source data catalogue of all applications that were in scope of the investment platform (over 500). Elliot also upkept the teams SharePoint pages and MS Teams page.

**FDM Training**

**FDM Academy, London**  **May 2018 – July** **2018**

Elliot has completed the Analysis programme. This programme included the following modules:

1. **Professional Skills** including presentations & written communications;
2. **Structured Query Language** including database manipulation;
3. **Excel including VBA**, Solver, Aggregate Functions, Nested If statements, V-Lookups;
4. **Business Analysis Certification (with BCS Exam)** including Stakeholder Management, BPMN, Financial Appraisal, Requirements documentation;
5. **Investigation Techniques/Stakeholder Mgmt/Teamwork** including Stakeholder Influence Tools, Workshop Facilitation & Management Techniques;
6. **Financial Industry Awareness** including Debt Instruments, Equities, Taxation, Derivatives, Investment Funds & Financial Markets
7. **Business Case/Risk Mgmt/Business Process Modelling** including a deep dive into BPMN, Business Case Appraisal and Managing Risk;
8. **Modelling and Testing Techniques** including Use Case Modelling, Entity Relationship Diagrams, User Stories and Testing Techniques;
9. **Requirements Engineering and Delivering Change** including deep dive into Requirements elicitation, filtration and implementing change;
10. **Sign Off Week** including a final projects working with developers and testing to implement a functional application.

**Previous Employment History**

**Hotel Chocolat Ltd (Marylebone) May 2016 – July 2018** Supervisor

-Supervises staff and ensure that the team meet all regional Key performance Indicators. (KPI’s)

-Deals with building security & maintenance, sales, staff training, stock adjustments & reports.

**Travelodge Hotel Ltd (Waterloo and Bromley) Jun 2010 –Aug 2013**Assistant Manager

-Promoted from receptionist position, Attended and passed the Management Development Programme

-Duties included budgeting, cash control, stock taking, management, health & safety of all users and staff.

-Staff management & development, troubleshooting complaints, dealing with emergency issues & cover

**Education**

**Generic University** **Sept 2014-July 2017** BA Hons**: Business Management & HRM (2:1)**Modules include:  
Managing Talent to achieve high Performance  
Managing a Global and Diverse workforce  
Leadership in Organisations  
Competitive advantage from Innovation

**Generic Sixth form Sept 2013-July 2014** Access to higher Education: Business Studies (Pass)

**Further Qualifications:   
BCS** BA Certification

**Interests and Activities**

Elliot loves entertaining and cooking for her friends and family. She is also committed to the well-being of young people and women. She has volunteered for a local charity supporting people who are in danger of becoming involved in gun, knife or violent crime. In the future she would like to further this passion by becoming more involved with charities abroad or Corporate Engagement.