Max Robinson

Requirements Analyst

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# PROFESSIONAL SUMMARY

Results-oriented Requirements Analyst with over 3 years of experience in Agile environments. Proven ability to optimize team workflows, enhance productivity, and align product development with business goals. Skilled in requirements analysis, team collaboration, and process improvement. Proficient in Microsoft Office, Agile/Scrum methodologies, Python, HTML, and data management.

# CORE COMPETENCIES

• Agile & Scrum Methodologies  
• Requirements Analysis  
• Process Improvement  
• Stakeholder Communication  
• Data Management  
• Team Building & Leadership

# TECHNICAL SKILLS

• Programming Languages: HTML5, Java, JavaScript, Python, CSS  
• Software/Tools: Microsoft Office Suite (Excel, Word, PowerPoint), Jira, Confluence  
• Methodologies: Agile, Waterfall  
• Certifications: Microsoft Office, HTML5

# PROFESSIONAL EXPERIENCE

## Requirements Analyst

Solutions Delivery Division of the DHA  
09/2021 – Present | Ashburn, VA

• Reduced change request turnaround by 30% by implementing Agile methodologies in a traditionally Waterfall environment.  
• Streamlined communication flow within the Scrum team, leading to a 20% increase in project delivery speed.  
• Conducted in-depth requirements analysis, bridging the gap between program management and developers.  
• Engaged in user story design and decomposition, ensuring unified objectives across teams.

## Senior Team Member

Extraordinary Dev Technologies  
09/2019 – Present | Weekend Passion Project | Remote

• Analyzed and optimized business strategies, resulting in 15% faster project completion times.  
• Played a pivotal role in strategy meetings, influencing decisions that led to improved operational processes.  
• Developed initiatives to increase productivity, contributing to team performance ranked in the top 1% company-wide.

## Data Programmer

MDI Imaging and Mail  
09/2017 – 09/2019 | Sterling, VA

• Converted raw data into usable database files, improving data processing efficiency by 25%.  
• Designed data visualization layouts to enhance team comprehension and decision-making.  
• Managed and restored corrupted data, ensuring continuity of workflow in high-pressure environments.

# EDUCATION

Bachelors of Economics  
West Virginia University  
09/2012 – 06/2016 | Morgantown, WV

# CERTIFICATIONS

• Microsoft Office Certification (Excel, Word, PowerPoint) – 05/2010 – Present  
• Introduction to HTML5 – 12/2018 – Present  
• Study of Group Working Habits and Team Building – 10/2019 – Present

# ADDITIONAL SKILLS

• Communication: Clear and concise communicator in both team and client-facing settings.  
• Critical Thinking: Adept at problem-solving and identifying efficient solutions to complex issues.  
• Attention to Detail: Ensures accuracy in all deliverables, including reports and analysis.