**BUSINESS ANALYST SAMPLE RESUME**

3521 South Street, New York, NY 10034

(212) 204-5564

john.doe@gmail.com

*Business Analyst with over 5 years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company. Possess a B.A. in Business Administration and Certification of Competency in Business Analysis.*

**PROFESSIONAL EXPERIENCE**

TELLCO Boston, MA

*Business Analyst September 2012 – Present*

* Develop business architecture using requirements such as scope, processes, alternatives, and risks.
* Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
* Conduct 5+ levels of testing including functional, regression, user acceptance, integration and performance to verify the client’s needs are met.
* Communicate client’s business requirements by constructing easy-to-understand data and process models.
* Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
* Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.

CHANTILLY CHARMANE Boston, MA

*Business Analyst*

*September 2010-May 2012*

* Engage client to gather software requirements/business rules, and ensure alignment with development teams
* Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
* Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company on average $5,000+.
* Identify and reconcile errors in client data to ensure accurate business requirements.
* Draft and maintain business requirements and align them with functional and technical requirements.
* Facilitate monthly meetings with clients to document requirements and explore potential solutions.

**EDUCATION**

**COWELL UNIVERSITY**  **Chicago, IL**

*Bachelor of Arts in Business Administration, June 2010*

* Graduated Cum Laude
* GPA: 3.9/4.0

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio).
* Expert knowledge of SQL and relational database management systems.
* Skilled with Wrike and AtTask project management software.
* Experienced with EDI standards and processing.
* Familiar with Agile software development methodology.