

Philip Addo

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Professional Summary

Motivated and detail-oriented Junior Business Analyst with hands-on experience supporting IT projects through requirement gathering, documentation, and stakeholder communication. Skilled in creating user stories and assisting in project testing and reporting. Passionate about improving business processes through collaboration and data-driven insights.

Technical Skills

Requirements Gathering | Documentation | Stakeholder Interviews | User Stories | Software Testing Support | Project Reporting | Agile | Scrum | JIRA | Confluence | Microsoft Office | Excel | Teams

Projects

Student Registration System (PHP & Web)

Captured and processed student data using PHP. Focused on documenting business logic, testing tuition calculation, and validating user inputs.

Pressure Washing Admin Dashboard (Java)

Assisted in translating user needs into technical tasks and user stories. Participated in weekly stakeholder reviews and documented requirements for dashboard reports.

Education

Diploma in Information Technology (Business Analysis stream)

Holland College, Charlottetown, PE

2023 – 2025 (Expected)

Experience

Business Analysis Intern

Freelance Projects, 2024 – Present

- Gathered and analyzed requirements for academic and freelance IT projects
- Created and maintained documentation including user stories and flowcharts
- Participated in QA and UAT testing, documenting results and suggestions

Certifications

- Agile Foundations – Coursera
- Business Analysis Fundamentals – LinkedIn Learning