Business Analyst/Special Assistant to SVP Business Analyst/Special Assistant to SVP Business Analyst Washington, DC **Able to work for any U.S. employer without sponsorship **Open to relocation Business analyst with extensive knowledge of requirement testing, documentation, validation and verification. Strong experience in software development life cycle analysis, design, testing, and implementation in research, public health, education and international development. Strong understanding of business analytic essential software, such as MS Word, Excel, Access, SharePoint, PowerPoint, Visio, and Tableau. Proficient in developing entity-relationship diagrams, star/snow flake schema designs, and modeling transactional databases, data warehouses, also working with views and other security solutions on MS SQL server. Proficient in designing and development of various dashboards, reports utilizing advanced Tableau visualizations (Pareto chart, Funnel chart, Tree maps, Scatter plots, geographic visualization, etc.) and making use of actions, local and global filters according to the end user requirement. Experience in preparing different documents such as Business Requirement document (BRD), Functional requirement document (FRD) wire frames to illustrate functionalities, test case scenarios and test plan documents, Requirements Traceability Matrices (RTM), use cases, and gap analysis. Proficient with Microsoft Excel (e.g., filtering data, sorting columns, hiding columns, pivot tables, basic functions such as Count, Sum, Average, VLOOKUP, HLOOKUP). Additional experience in Python, and Django. Work Experience Business Analyst/Special Assistant to SVP University Research Co., LLC - Chevy Chase, MD December 2017 to Present Analyzed and reviewed a wide variety of related operations and recommended changes to improve efficiency, while prioritizing a large volume of data and daily required assignments. Identified and analyzed data reporting issues to develop accurate solutions Created reports and worked with the project manager to accurately forecast gross revenue and provide variance analysis. Gathered relevant research in support of all Business Segments team efforts to provide in-depth analysis. Analyzed company performance versus competitors and industry benchmarks. Defined and document business needs and objectives, current operational procedures/problems, and input/output requirements to ensure a company's competitiveness and performance. Created Tableau worksheets; Designed and developed dashboards. Design

multifaceted surveys to gather baseline and endline data to aide in research as well as raw data gathering, worked with Tableau and Excel to conduct further reporting and data analysis on findings

Develop an excel database system to tackle project reports for scheduled business activities, compiled data, and reported on progress to management   Support the Finance and Administration team with maintaining documentation for business processes, and standardizing subcontractors invoice documentation and tracking   Facilitate inter-departmental meetings, and gatherings for staff each month, including announcing updates on staff meetings   Coordinate with staff, partner organizations, and other stakeholders with organizing archives for project scope of work, budget and other project-related correspondence with USAID and partner organizations   Established and maintained effective working relationships and partnerships across all business units; Emphasized planning & analysis functions and the company s capacity to serve as a productive strategic partner.

Assist technical team in abstract reviewing, editing of technical documents, and advising on organizational outreach Technical Business Analyst The Ford Agency and Brandeis International Business School - Washington, DC May 2017 to December 2017   Spearheaded a team of independent consultants & researchers on a project with Brandeis International Business school to support Gates Foundation Grant applications   Collaborated with product owners to prioritize business requirements and functionality to be developed   Managed and configured Salesforce CRM, while creating underlying data structures and data flows to support application build, design and implementation   Worked on testing in Microsoft SQL server with SSIS as ETL tool, as well as conducting data validations   Worked with data visualization on tableau worksheets, designing and developing dashboards   Documented key processes and configurations according to the team s project delivery best practices as well as recommending changes to improve efficiency, while prioritizing a large volume of data and daily required tasks   Worked with management, and team members to successfully deliver project tasks on schedule   Took initiative to gather additional research to enhance the team's efforts to develop accurate solutions   Conducted research using a variety of analytical tools (SAS, CART, SPSS, Python) and techniques (regression, logistic, GLM, decision trees) to carry out analysis and drive conclusions   Reformulated highly technical

information into concise, understandable terms for presentations   Used time management and judgment to manage large number of data sources, analyzing data quality, and proactively working with client s data/IT and Product teams to resolve any issues   Conducted an in-depth research summary of wearable technology devices, as well as the market for smart-phones and other interactive gadgets   Designed and implemented business research methodology that analyzed the target population and effectiveness of wearables technology in improving public health in developing countries   Presented research results in accordance to the Gates Foundation s Grand Challenges grant requirements Technical Analyst/ Python Developer Brandeis University - Waltham, MA November 2015 to May 2017   Assist Primary Investigators, and researchers in SQL, Python, and Mat-lab data analysis of raw data   Worked in daily tasks with object-oriented design, coding and testing patterns with extensive use of Git, Gitlab and Docker   Managed code repositories, code deployments using git   Managed issues with JIRA system to resolve issues in a timely manner   Assist in software design based on specifications with Django application development and automated testing   Construct, and maintain an up to date, working website for the use of the Physics and Biological Physics department   Worked with business users and the data operations group to develop automated ETL routines to ingest disparate sources of data into SQL databases   Developed tools to support a team of data architects, data analysts and data scientists   Designed platform to ingest and process data on participants and other stakeholders   Structuring and manipulating databases to ensure smooth communications across existing systems Education Bachelor of Science in Biological Physics Brandeis University - Waltham, MA Skills DJANGO (3 years), PYTHON (3 years), DATABASE (3 years), JIRA (3 years), TABLEAU (3 years) Assessments Project Management Skills: Budgeting   Expert February 2019 Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources. Full results: https://share.indeedassessments.com/share_assignment/fqfktwbclom46fz   Project   Management Skills: Time Management   Highly Proficient February 2019 Measures a candidate's ability to prioritize   and   allocate   time   to   effectively   achieve   project   deliverables.   Full   results: https://share.indeedassessments.com/share_assignment/uwxmsi5tzp66diiu   Indeed   Assessments

provides skills tests that are not indicative of a license or certification, or continued development in any professional field. Additional Information SKILLS SUMMARY   Agile/SCRUM, Waterfall, SDLC (on both Waterfall and Agile)   Requirements Gathering, UI/UX, Functional Requirements, User Acceptance Testing, Gap Analysis, Test Cases, Workflow Automation   Salesforce CRM/SFDC Python, Django, Java, C++   Website Design and MS Office Suite   Data Mapping, Process Flows, Process Modeling   Project Management: MS Visio, JIRA, Confluence, Technical Writing Database Management: MySQL   Data Reporting: Tableau, SSRS

Name: David Cain

Email: gabriel24@example.net

Phone: 563-374-0883